

CA40NHBLA05  
C51F31

JUNE - JULY  
1990

URBAN/MUNICIPAL

FINANCE AND ADMINISTRATION  
COMMITTEE







CA 40NHBLAOS

C51F31

URBAN/MUNICIPAL



Mrs. J. McAnanama  
Chief Executive Officer  
Hamilton Public Library

*2nd Floor*

LBN 3T4

CITY CLERK

J.J. SCHATZ  
DEPUTY CITY CLERK

# THE CORPORATION OF THE CITY OF HAMILTON

OFFICE OF THE CITY CLERK

TEL: 546-2700  
FAX: 546-2095

URBAN MUNIC. AL

GOVERNMENT DOCUMENTS

## NOTICE OF MEETING

### FINANCE AND ADMINISTRATION COMMITTEE

Thursday, 1990 June 21

9:30 o'clock a.m.

Room 233, City Hall

John Thompson  
Secretary

## A G E N D A

9:30  
a.m.

1. CONSENT AGENDA
2. STATUS OF WOMEN SUB-COMMITTEE
  - (a) Resignation and Recommendation for New Appointment
  - (b) Recommendations of the Community Outreach Sub-Committee to be forwarded to the Parks and Recreation Committee
3. TAXI ADVISORY COMMITTEE

Resignation and Replacement
4. CITY CLERK
  - (a) AMO Conference
  - (b) Letters of Application for Citizen Appointment - Hamilton Public Library Board (copy to follow)

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10:00  
a.m.

5. CORRESPONDENCE FOR DISCUSSION

- (a) Management Team - Overspending 1990 Current Budget
- (b) Mr. E. C. Matthews, Treasurer - Financing Procedure for an Overbudget Current Expenditure
- (c) Ms. P. Noé Johnson, City Solicitor - Interpretation of Section 25 of the Procedural By-law - Money Appropriation

6. TREASURER

- (a) Funding - Wesley Urban Ministries - Base Transfer
- (b) Funding - Bocci Ball Courts (Report to Follow)
- (c) Repairs to Inch Park Tennis Courts
- (d) Calculation of Discount on the Prepayment of Realty Taxes - Information Report Requested by Alderman Cooke

11:00  
a.m.

7. BREAK

8. DELEGATIONS

- (a) Applicants for Citizen Appointment to the Municipal Non-Profit (Hamilton) Housing Corporation:

11:05 a.m.	Susan Andrews
11:10 a.m.	Robert Coxon
11:15 a.m.	David Gerrie
11:20 a.m.	Stan Jugovic
11:25 a.m.	Andrew Keith
11:30 a.m.	Manfred Rudolph

- 11:35 a.m. (b) Hamilton Folk Arts Heritage Council  
- Late Grant Request

12:00 9. LUNCH

12:30 10. MANAGER, LICENCE DIVISION  
p.m.

- (a) Sale of Tobacco to Minors
- (b) Licensing of Tow Trucks
- (c) Flower Vendors - Information Report Requested by Alderman Copps







11. BUILDING COMMISSIONER

- (a) Ontario Plumbing Inspectors' Association Annual Meeting and Technical Conference - grant
- (b) Amendment to Development Charges By-law

12. DIRECTOR OF INFORMATION SYSTEMS AND TREASURER

Property/Taxation Project - Phase I, Implementation of Monthly Taxation Billing System

13. ALDERMAN H. MERLING

Correspondence from Mr. J. W. Upsdell Re: Tax Instalment Schedule

14. APPOINTMENT OF SPECIAL SUB-COMMITTEE

Re: Separate Tax Bills for the Board of Education and Monthly Taxation Billing

15. DIRECTOR OF CULTURE AND RECREATION

1991 Canadian Museum Association Annual Conference - Funding

16. ALDERMAN D. ROSS

Letter from Mr. D. Luzzi, Hamilton Chamber of Commerce

1:00  
p.m.

17. COMPREHENSIVE AUDIT SUB-COMMITTEE

- (a) Appointment of Comprehensive Audit Steering Committee for the Property Department
- (b) Terms of Reference for Comprehensive Audit for the Licencing Division of City Clerk's Department
- (c) Appointment of Consultant to Conduct Comprehensive Audit for H.E.C.F.I.

1:30  
p.m.

18. ALDERMAN B. HINKLEY

Environment Concerns of the Association of Professional and Administrative Employees of the Corporation of the City of Hamilton (APAE) - Recycling Initiatives







19. CORRESPONDENCE REFERRED FROM THE MAYOR'S OFFICE

- (a) Late Grant Request - Optimist Clubs Against Drugs (O.C.A.D.)
- (b) Financial Support - Information Network of the Indigenous Peoples of the Americas (INIPA)

2:00  
p.m.

20. RESOLUTIONS

- (a) City of Cambridge - Funding Criteria for "Recreational and Social Services Programs"
- (b) McMaster Co-Operative Housing Corporation - Development of a Co-operative Housing Complex to Provide Affordable Housing for the Graduate Student Community at McMaster University

21. HAMILTON FIRE DEPARTMENT

Area Fire Department Alarms - Cost Recovery Program -  
Information Report Requested by Alderman G. Copps

22. CITY SOLICITOR

Fireworks By-law

23. IN-CAMERA AGENDA

24. NEW BUSINESS

25. ADJOURNMENT







FINANCE AND ADMINISTRATION COMMITTEE  
JUNE 21, 1990

C O N S E N T   A G E N D A

A. ADOPTION OF THE MINUTES OF THE MEETINGS OF THE FINANCE AND  
ADMINISTRATION COMMITTEE

- i) Special Meeting.....1990 Tuesday, May 8
- ii) Special Meeting.....1990 Tuesday, May 15
- iii) Regular Meeting.....1990 Thursday, May 24 (Copy to follow)

B. MANAGER OF PURCHASING

- i) Supply and Delivery of Fatigue Uniforms, Hamilton Fire Department
- ii) Replacement of One (1) Integral Tractor Loader, Unit #9503
- iii) Replacement of One (1) 26 500 lb. GVW Truck with Hydraulic  
Telescoping Aerial Devise, Unit #9005
- iv) Replacement of One (1) 4 Wheel Drive Compact Tractor, Unit #9507,  
Fleet Services
- v) Supply and Delivery of Bunker Suits, Hamilton Fire Department
- vi) Supply and Delivery of Office Equipment, Traffic Department

C. TREASURER

- i) Final Release of Holdback - Pigott Construction Re: Repairs to  
Pedestrian Bridge Over Main Street West
- ii) Clarification of Property Division Account Included in List of  
1989 Overdrafts
- iii) Financing of 1990 Servicing Expenditures Related to Subdivisions
  - Beaverton Estates
  - Sandrina Gardens Phase 1
  - Effort Gardens - Hamilton
- iv) Financing Temporary Pavement on Dulgaren Street
- v) Adjustment of the Gross Cost of the Hamilton Senior Citizen's  
Centre Study
- vi) Capital Project - Adjustment of Gross Cost





D. CITY CLERK

- i) Adult Basic Education Association - Use of City Hall Facilities
- ii) Correction of School Support - 20 Hempstead Drive
- iii) Correction of School Support - 672 Barton Street East
- iv) Civic Award - Theresa Wolf - Canadian Gymnastics Federation

E. COMMISSIONER OF HUMAN RESOURCES

- i) Appointments to and Terminations from Permanent Positions with the Corporation to 1990 June 13
- ii) Leave of Absence - John Riches, Department of Public Works
- iii) Leave of Absence - Patricia Adams, Information Systems Department
- iv) Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton)
- v) Student Rates - Culture and Recreation
- vi) City Doctor - Increase in Stipend

F. KEEP HAMILTON CLEAN COMMITTEE

Change to Terms of Reference

G. CORRESPONDENCE

Greater Peterborough Economic Council Re: Study Recommending  
Construction of a New Multi-Lane, Controlled-Access Highway Network

Recommendation: Be referred to the Transport and Environment Committee  
for review.





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- iii) Replacement of One (1) 26 500 lb. GVW Truck with Hydraulic Telescoping Aerial Devise, Unit #9005
- iv) Replacement of One (1) 4 Wheel Drive Compact Tractor, Unit #9507, Fleet Services
- v) Supply and Delivery of Bunker Suits, Hamilton Fire Department
- vi) Supply and Delivery of Office Equipment, Traffic Department

C. TREASURER

- i) Final Release of Holdback - Pigott Construction Re: Repairs to Pedestrian Bridge Over Main Street West
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A i)

SPECIAL MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1990 May 8  
7:00 o'clock p.m.  
Room 233, City Hall

There were present: Alderman B. Hinkley, Chairman  
Alderman D. Ross, Vice-Chairman  
Mayor R. M. Morrow  
Alderman T. Cooke  
Alderman V. J. Agro  
Alderman G. Copps  
Alderman D. Agostino  
Alderman J. Gallagher

Absent: Alderman T. Jackson - Regional Business

Also present: Alderman M. Kiss  
Alderman D. Drury  
Mr. L. Sage, Chief Administrative Officer  
Mr. J. Johnston, Commissioner, Human Resources  
Mrs. D. Jones, Manager, Personnel Services  
Mr. B. McCammon, Human Resources Centre  
Chief G. Baker, Hamilton Fire Department  
Mr. E. Kowalski, Director, Community Development  
Mr. N. Adhya, Manager of Budgets  
Mr. J. Thompson, Secretary

It was duly MOVED, SECONDED, and CARRIED to move in-camera to discuss matters of a private and confidential nature. See Private and Confidential Portion of minutes.

Reconvening in open session, the Committee approved the following recommendation:

"That the Chief Administrative Officer and the Commissioner of Human Resources be authorized to negotiate the provisions of a contract with Mr. Mark Mascarenhas for a term of three years, commencing Thursday, 1990 May 10, within the compensation range "J" for the position of General Manager, Municipal Non-Profit (Hamilton) Housing Corporation."

The meeting then adjourned.

Taken as read and approved,

John Thompson, Secretary  
Finance & Administration Committee

ALDERMAN B. HINKLEY, CHAIRMAN  
FINANCE & ADMINISTRATION COMMITTEE

1990 May 30  
Typed by: B. Carter





A ii)

**SPECIAL MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Tuesday, 1990 May 15  
5:00 o'clock p.m.  
Room 233, City Hall

**There were present:** Alderman D. Ross, Acting Chairman  
Mayor R. M. Morrow  
Alderman T. Cooke  
Alderman V. J. Agro  
Alderman G. Copps  
Alderman D. Agostino  
Alderman T. Jackson  
Alderman J. Gallagher

**Absent with regrets:** Alderman B. Hinkley - Vacation

**Also present:** Alderman M. Kiss  
Alderman D. Drury  
Mr. L. Sage, Chief Administrative Officer  
Mr. J. Johnston, Commissioner, Human Resources  
Mrs. D. Jones, Manager, Personnel Services  
Mr. B. McCammon, Human Resources Centre  
Chief G. Baker, Hamilton Fire Department  
Mr. M. Kay, Supervisor of Pensions  
Mr. E. C. Matthews, Treasurer  
Mr. J. Thompson, Secretary

It was duly MOVED, SECONDED, and CARRIED to move in-camera to discuss matters of a private and confidential nature. See Private and Confidential Portion of minutes.

Reconvening in open session, the Committee approved the following recommendation as outlined in a report from the Treasurer dated 1990 May 15:

"That in order to provide the amount required to fund the 60% Spousal Benefit for H.M.R.F. Firefighter members in the amount of \$1 018 000, the rate of the employer (City) contributions for the Hamilton Municipal Retirement Fund (HMRF), for firefighters, be increased from 5.75% to 9.08% effective 1991 January 1 subject to the Treasurer receiving the actuarial surplus position from the Actuaries as at 1989 December 31 of the H.M.R.F. and reporting back to the Finance and Administration Committee later in 1990."

The meeting then adjourned.

Taken as read and approved,

John Thompson, Secretary  
Finance & Administration Committee

ALDERMAN B. HINKLEY, CHAIRMAN  
FINANCE & ADMINISTRATION COMMITTEE

1990 May 30  
Typed by: B. Carter



FOR ACTION

JUN 03 1990

*Bi)*

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1990 June 1  
COMM FILE:  
DEPT FILE: C10-7-90

SUBJECT: SUPPLY AND DELIVERY OF FATIGUE UNIFORMS, HAMILTON FIRE DEPARTMENT

RECOMMENDATION:

- a) That a purchase order be issued to J. P. Hammill, Guelph, in the amount of \$67 746 plus 8% Provincial sales tax, for the supply and delivery of Fatigue Uniforms for the Hamilton Fire Department in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.
- b) As there is only one Council at the end of June, and delivery is four to six weeks, the above has been processed through the emergency procedures of the City of Hamilton Purchasing Policy, that states "An order can be placed upon the approval of two of the following: the Mayor, an appropriate Committee Chairman, the C.A.O. and that any action taken under this provision to be reported to the next regular meeting of City Council".

NOTE: Lowest of three (3) tenders received. Funds provided in Uniforms, Clothing and Accessoriess Account #CH561104 48001.

*T. Bradley*  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

*J. P. Hammill*  
FOR CHIEF ADMINISTRATIVE OFFICER

BACKGROUND: Tender Analysis

Unit prices

	<u>1680 SS Shirts</u>	<u>420 Jackets</u>	<u>840 Trousers</u>
J.P. Hammill, Guelph	\$ 19.90	\$ 23.90	\$ 28.90
Starfield Safetywear, Toronto	24.95	26.25	34.28
Outdoor Outfits, Toronto	125.00	60.00	175.00

Provincial sales tax extra at 8%





B. ii)

FOR ACTION

MAY 28 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

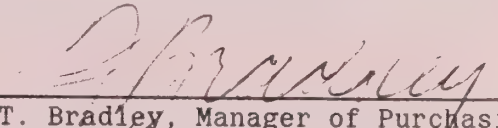
DATE: 1990 May 25  
COMM FILE:  
DEPT FILE: C4-15-90-R

SUBJECT: REPLACEMENT OF ONE (1) INTEGRAL TRACTOR LOADER, UNIT #9503

RECOMMENDATION:

That a purchase order be issued to Tenneco Canada Inc., d/b/a Case Power, Grimsby, in the amount of \$77 544 for the replacement of One (1) Integral Tractor Loader, Unit #9503, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of four (4) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account #CH 5X503 00101.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Tender Analysis

Tenneco Canada Inc., d/b/a Case Power, Grimsby	\$77 544.00
Bryan's Farm & Industrial, Puslinch	79 606.80
Sheridan equipment Limited, Toronto	83 778.09
A.H. VanCamp Equipment, Stoney Creek	83 681.91

Replacement tractor will be disposed of at a later auction.





FOR ACTION

B. iii)

JUN 03 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1990 June 1  
COMM FILE:  
DEPT FILE: C4-19-90

SUBJECT: REPLACEMENT OF ONE (1) 26 500 LB. GVW TRUCK WITH HYDRAULIC  
TELESCOPING AERIAL DEVICE, UNIT #9005

RECOMMENDATION:

That a purchase order be issued to King Equipment Manufacturing Corp., Woodstock, in the amount of \$116 388.36 for the replacement of One (1) 26 500 lb. GVW Truck with Hydraulic Telescoping Aerial Device, Unit #9005, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest acceptable of three (3) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account #CH5X503 00101.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Tender Analysis

Wajax Industries Limited, Mississauga	\$116 294.40 *
King Equipment Manufacturing Corp., Woodstock	116 388.36
Hamilton Mack, Burlington	45 948.06 **

\* Vehicle bid does not meet specifications

\*\* Incomplete - bid chassis only without aerial device

Replacement unit will be sold at a future auction



B. iv)

FOR ACTION

JUN 08 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

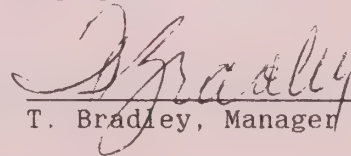
DATE: 1990 June 7  
COMM FILE:  
DEPT FILE: C4-21-90

SUBJECT: REPLACEMENT OF ONE (1) 4 WHEEL DRIVE COMPACT TRACTOR, UNIT #9507,  
FLEET SERVICES

RECOMMENDATION:

That a purchase order be issued to Bryan's Farm & Industrial, Puslinch, in the amount of \$21 168 for the replacement of one (1) 4 wheel drive compact tractor, Unit #9507, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest acceptable of five (5) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account #CH5X503 00101.



T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Tender Analysis

V-Quip Inc., Burlington	\$19,564.20 *
Bryan's Farm & Industrial, Puslinch	21,168.00
Milton Equipment, Milton	21,598.92
Marsh Bros. Tractor, Copetown	22,489.92
Crossroads Equipment, Jerseyville	23,868.00

\* Unit bid does not meet specifications in the areas of engine, brakes, road speed, hydraulic system capacity, axle width, tread settings, fuel tank capacity and tires. Also, after comparison tests it does not meet operational requirements.

Tractor being replaced will be disposed of at a future auction.





B. V)

FOR ACTION

MAY 28 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1990 May 24  
COMM FILE:  
DEPT FILE: C10-5-90

SUBJECT: SUPPLY AND DELIVERY OF BUNKER SUITS, HAMILTON FIRE DEPARTMENT

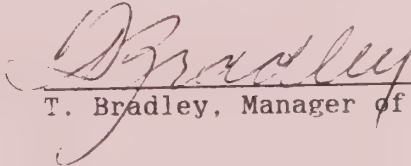
RECOMMENDATION:

That a purchase order be issued to Starfield Safetywear Mfg., Toronto, for the supply and delivery of Forty (40) Bunker Suits for the Hamilton Fire Department in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal, as follows:

Protective Coat - \$464 each  
Protective Trouser - 311 each

Federal and Provincial sales taxes extra

NOTE: Lowest acceptable of three (3) proposals received. Funds provided in Protective Clothing Account #CH 56226 48001.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Proposal Analysis

	<u>Protective Coat</u>	<u>Protective Trouser</u>
Safety Supply Canada, Richmond Hill	\$435.75	\$283.50
Starfield Safetywear Mfg., Toronto	464.00	311.00
Safedesign Apparel Ltd., Toronto	490.97	271.48

Federal and Provincial sales taxes extra. Estimated expenditure to be \$40 000. Attached is a copy of the recommendation from the Hamilton Fire Department Joint Occupational Health and Safety Committee who made the unanimous recommendation to purchase these Bunker Suits from Starfield Safetywear Mfg.





James M. Cardwell  
Chairman, Sub-Committee  
Hamilton Fire Department  
Joint Occupational Health  
and Safety Committee

May 18, 1990.

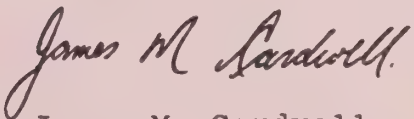
G. Baker  
Fire Chief  
Hamilton Fire Department  
55 King William Street  
Hamilton, Ontario.

Dear Sir:

The Hamilton Fire Department Joint Occupational Health and Safety Committee has made an unanimous recommendation for the Hamilton Fire Department to purchase the Project Fires Synergistic Ensemble manufactured by Starfield Safetywear of Toronto, Ontario.

Attached you will find a list of the points that were the determining factors involved in our selection of Starfield Safetywear.

Yours truly,



James M. Cardwell

JC  
Encl.



There were three suits that were submitted for this years (1990) consideration:

- 1) Starfield Safetywear
- 2) Safety Supply
- 3) Safedesign Apparel Ltd.

Of the three suits that were submitted, the suit manufactured by Starfield Safetywear, met and exceeded our specifications and requirements as requested.

The following is a break down of the items that were omitted from the other two suits. (Safety Supply & Safedesign Apparel)

### Safety Supply

#### COAT

No winter liner was included.

There is no cattlehide on the shoulders as requested.

The moisture barrier is E-89 instead of Aramid. (In our opinion E-89 is not as durable)

The coat collar is not sewn with 4 horizontal strips as requested. (This coat has none)

There are only 4 domes instead of the requested 5, to hold the moisture barrier/thermal barrier.

#### PANTS

The suspender domes come through the waistband and are not protected, allowing for heat transfer.

There are only 2 domes in the pant cuffs instead of the 4 that had been requested.

The fly construction is such that it would not stand up to the wear that is required and consequently becomes a very serious problem for repairs in the future.

There is no water dam in the pant cuffs, as requested.

The cattlehide patches used on the pants and coat are rectangular in shape, thus leaving the corners and area that could get caught on sharp objects and tear.





## **Safedesign Apparel Ltd.**

### **COAT**

There is no cattlehide on the shoulders, as requested.

The moisture barrier is E-89 instead of Aramid. (In our opinion E-89 is not as durable)

There are only 4 domes instead of the requested 5 to hold the moisture/thermal barrier.

The elbow reinforcement is constructed in 2 pieces of cattlehide instead of one piece. This is creating more seams and adding areas that could catch on sharp objects.

The pockets on the coat are constructed of double kevlar and cattlehide, adding a considerable amount of unnecessary material and weight to the coat.

### **PANTS**

The suspender domes come through the waistband and are not protected, allowing for heat transfer.

There are only 2 domes in the pant cuffs instead of the 4 that had been requested.

There is no water dam in the pant cuffs, as requested.

The Retro-reflective trim used on both the pants and coat was not Scotchlite #8487 as requested.



## Starfield Safetywear

The following observations were the determining factors in our selection of Starfield Safetywear:

Of the suits that were submitted, Starfield Safetywear provided the best design.

The pants by Starfield had a unique design that the others didn't have. This design being that the pants have only one seam in each leg, making the pant stronger there by eliminating a seam that could get caught on any sharp object.

Rivets were used instead of a "bar tac" in the pockets and fly area, making these points of stress much stronger and eliminating the repair aspect.

The pockets on the coat are located near the bottom of the hem, thus not interfering with the Self Contained Breathing Apparatus.

The cattlehide that was used on the coat and pants is of a heavier quality.

Leather cattlehide strips have been added to the inside seams of the pants, giving the pants better protection in a critical wear area.

Leather strips have been sewn around the wristlet, thumb hole that increases the durability of the wristlet as well as allows for easier donning of the coat.

A velcro strip has been placed at the top of the coat that helps to keep the winter liner in place.

The cattlehide reinforcement that is used on both the coat and pants is cut in an oval pattern, eliminating any corners that could get caught on sharp objects.





The last of the determining factors involved in our selection was the area of Durability, Serviceability and Dependability of the Starfield suit over the suits of Safety Supply and Safedesign Apparel Ltd.

In our opinion, the Starfield suit was superior.

It is the unanimous decision of the "Sub-Committee" that there would be far less repairs due to the quality, design, workmanship, and the construction of the suit manufactured by Starfield.

Trusting that the enclosed information and explanations will provide an adequate description of the suit that we are recommending, please feel free to contact me at any time for any further explanations or information.



B. vi)

FOR ACTION

JUN 14 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE: C17-6-90

SUBJECT: SUPPLY AND DELIVERY OF OFFICE FURNITURE, TRAFFIC DEPARTMENT

RECOMMENDATION:

That a purchase order be issued to CTI Business Interiors, Mississauga, in the amount of \$41 956.31 for the supply and delivery of Office Furniture for the Traffic Department, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of three (3) tenders received. Funds provided in Traffic Department Renovations Account #CF5573 318841201.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Tender Analysis

CTI Business Interiors, Mississauga	\$41 956.31
Terence Webster Design Assoc., Ancaster	45 685.29
Cloke & Son Limited, Hamilton	53 541.00

This tender was advertised and sixteen companies were invited to bid. Five declined and eight did not respond.





FOR ACTION

C. i)

JUN 06 1990

REPORT TO: Mr. S. Reeder, Acting Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 1  
COMM FILE:  
DEPT FILE:

SUBJECT: FINAL RELEASE OF HOLDBACK

RECOMMENDATION:

That total holdback in the amount of \$7,711.52 be released to Pigott Construction Limited for the completion of the contract, P.O. No. 6772, for Repairs to Pedestrian Bridge over Main Street West, pending receipt by the Treasury of the Standard Release Forms from the contractor and City Solicitor's Department.

*E. C. Matthews*

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Contractor is entitled to release of holdback on the 46th day after total completion.

BACKGROUND:

The original contract was approved by City Council February 13, 1990 in the amount of \$99,000.00. The contract was totally performed as of May 4, 1990 for a final total cost of \$77,115.20. The 45 day lien period expires as of June 18, 1990 and I am recommending release of holdback at this time pending receipt of the necessary release forms.



FOR INFORMATION

C. ii)

MAY 31 1990

REPORT TO: Mrs. S. Reeder, Acting Secretary  
Finance & Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

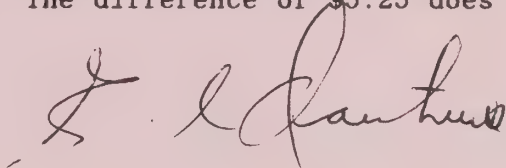
DATE: 1990 May 30  
COMM FILE:  
DEPT FILE:

SUBJECT: CLARIFICATION OF PROPERTY DIVISION ACCOUNT INCLUDED IN LIST OF 1989  
OVERDRAFTS

BACKGROUND:

At this Committee's meeting of May 24, 1990, a list of 1989 Overdrafts from \$1,000 to \$5,000 were approved, with the exception of one account related to the Property Division. Attached is a copy of the page of the agenda containing the account (circled) for which the Committee requested further explanation.

Unfortunately, this account totalling \$3,324.77 should not have been included in this list as charges of \$3,319.52 (representing cleaning supplies) were made to this account in error; the charges should have been made to another account, within the same cost centre, having an estimate of \$3,200 and described as "Cleaning Supplies". The difference of \$5.25 does relate to the pest control function.



Att'd.





City of Hamilton  
Treasury  
Overdrafts from \$1000 to \$5000  
to be authorized by the Finance Committee  
for the year ended 1989

DEPARTMENT (1)	ACCOUNT NUMBER (2A)	CENTRE NUMBER (2B)	DESCRIPTION (3)	APPROPRIATION (4)	EXPENDITURES (5)	OVERDRAFT (6)	REQUEST FOR OVERDRAFT APPROVAL (7)	EXPLANATION (8)
Info Sys-Workstations	56001	26030	Office Supplies	1,570.00	2,607.37	(1,037.37)		Printing of wkstin user manuals-part to region
	56039	26030	Software-City	62,560.00	66,990.00	(4,430.00)	(5,467.37)	Software for City Department workstations
Info Sys-Image Processing	56308	26035	Com Services	7,600.00	8,835.93	(1,235.93)	(1,235.93)	Add'l volume of COM (computer output microfilm)
Real Estate-Administration	56001	30001	Office Supplies	3,650.00	5,231.25	(1,581.25)	(1,581.25)	Increased costs in work done for others
Property-Maintenance City	56333	31102	Security	54,940.00	57,596.40	(2,656.40)	(2,656.40)	Included daytime security at City Hall
Property-Fire Dept	57113	31114	Honeywell Repair	18,230.00	21,936.00	(3,706.00)	(3,706.00)	Appropriations not distributed properly
Property-Truck Tunnel	57110	31126	Electrical Repair	10,000.00	11,191.00	(1,191.00)	(1,191.00)	Appropriation amount transferred incorrectly
Property-Kings Forest	57301	31140	Building Repair	13,560.00	17,169.36	(3,609.36)	(3,609.36)	New concessionaire-repairs to kitchen area
Property-Bennetto Centre	56336	31201	Pest Control	70.00	3,394.77	(3,324.77)	(3,324.77)	Don't know who/what was charged to this acct
Property-Hillpark Centre	56332	31220	Carpeting	33,750.00	38,333.90	(4,583.90)	(4,583.90)	Board of Ed charges are not fixed
Property-R&M Market	56333	31310	Security	10,100.00	11,725.00	(1,625.00)	(1,625.00)	Library normally pays unbudgeted balance
Property-R&M Library	57314	31315	Lighting Repair	5,670.00	7,185.38	(1,515.38)	(1,515.38)	Book hotel charged in error to this account
Building-Administration	56103	40001	Operating Supplies	2,000.00	3,262.89	(1,262.89)	(1,262.89)	High & enforcement proceedings from high construction activity
C.U.P.-Operations	57110	46001	Electrical Repair	20,500.00	21,662.17	(1,162.17)		Overages in several small repairs-no one item
	58001	46001	Office Equipment	1,710.00	3,111.48	(1,401.48)	(2,563.65)	Photocopier purchased for \$1,890



C.iii)

FOR ACTION

JUN 15 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

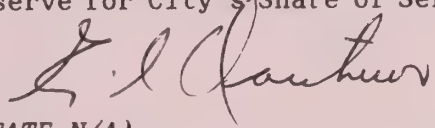
FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 15  
COMM FILE:  
DEPT FILE:

SUBJECT: FINANCING CITY'S SHARE OF SERVICES TO BE  
INSTALLED IN (i) Beaverton Estates  
(ii) Sandrina Gardens Phase I  
(iii) Effort Gardens

RECOMMENDATION:

That the City's share of services to be installed in the (i) Beaverton Estate in the amount of \$174,940.50; (ii) Sandrina Gardens Phase I in the amount of \$160,296.00; and (iii) Effort Gardens in the amount of \$230,478.83, for a total of \$565,715.33, be financed from the Reserve for City's Share of Services through Unsubdivided Lands.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

- (1) See above recommendation.
- (2) This project is included in the preliminary 1990-1994 Capital Budget as part of Project No. 022.1 to commence in 1990 with an allotment of \$1,500,000.
- (3) With approval of this project, the balance of funds available for 1990 is \$325,746.71.
- (4) The amount of \$334,172.83 from the total City's cost of \$565,715.33 for this project is recoverable when the lands adjacent to the one-foot reserve are developed.

BACKGROUND:

The Transport and Environment Committee will be considering this project for approval at the June 18, 1990 meeting.

c.c. Mr. J. Schatz, Acting Secretary, Transport and Environment Committee





FOR ACTION

REPORT TO: MR. J. SCHATZ, SECRETARY  
TRANSPORT AND ENVIRONMENT COMMITTEE

FROM: E.M. GILL, P.ENG.  
ACTING COMMISSIONER OF ENGINEERING

DATE: June 5, 1990  
COMM FILE:  
DEPT FILE: S702-45  
S719-65  
S705-26

SUBJECT

1990 SERVICING EXPENDITURES RELATED TO SUBDIVISIONS

RECOMMENDATIONS

- i) That the submitted schedules for the estimated cost of services in:
- Beaverton Estates - Hamilton (City share - \$174,940.50, Owner's share \$99,768.40)
- Sandrina Gardens Phase 1 - Hamilton (City share - \$160,296.00, Owner's share \$1,015,143.14)
- Effort Gardens - Hamilton (City share - \$230,478.83, Owner's share \$665,184.30)
- be adopted for inclusion in the respective Subdivision Agreements with the owners.
- ii) That the Mayor and City Clerk be authorized and directed to execute the proposed Subdivision Agreements between the City and the respective owners.
- iii) That the approval of the above clauses be subject to the condition that no work be commenced until the Final Survey Plan and Subdivision Agreement have been registered.
- iv) That in the event the Subdivider wishes to proceed prior to the registration of the Final Survey Plan, he should be permitted to do so at his own risk, providing that he enter into a Standard Agreement for Pre-Servicing.
- v) That the City's share of the cost of services for these developments (\$565,715.33) be approved, and that the Finance and Administration Committee recommend the source of funding for these projects.

Cont'd .....



1990 SERVICING EXPENDITURES RELATED TO SUBDIVISIONS

Cont'd .....

*E.M. Gill*

---

E.M. Gill, P.Eng.  
Acting Commissioner of Engineering

FINANCIAL CONSIDERATIONS

Under present policies, the City of Hamilton shares the cost of installing services within subdivisions. Expenditures are incurred due to costs associated with 0.3 metre reserves and/or oversized services. In the case where 0.3 metre reserve expenditures and oversizing expenditures do not exist, the Subdivider is solely responsible for all costs within the development.

Any cost sharing for the developments being approved (as shown on Schedule "A" attached) is in accordance with standard City of Hamilton policies. The total estimated cost of the City's share of services to be approved at this time is \$565,715.33.

A portion of the City share (\$51,409.00 Sandrina Gardens - Phase 1) is associated with services to be installed adjacent to a proposed City parkland area and is not recoverable. Other non-recoverable City charges total \$180,133.50 for all three subdivisions. The costs associated with 0.3m reserve total \$334,172.83 and is fully recoverable in the future when abutting lands develop.

The total estimated Subdivider's share of the cost of all services being installed for the subdivisions noted on Schedule "A" is \$1,780,095.84.

BACKGROUND

The proposed subdivisions which are to have servicing approved under this report are:

- Beaverton Estates (Butler Neighbourhood)
- Sandrina Gardens Phase 1 (Broughton East and West Neighbourhoods)
- Effort Gardens (Jerome Neighbourhood)

City Council has recommended that Subdivision Agreements be entered into between the City and the respective owners of the lands to be subdivided for those developments noted on Schedule "A" (attached).

Cont'd .....





## 1990 SERVICING EXPENDITURES RELATED TO SUBDIVISIONS

Cont'd .....

Development for these lands will provide for the servicing of the following:

208 lots for residential use, 88 future residential lots and 3 blocks for multiple residential use.

For the Committee's information, we provide the following information:

### BEAVERTON ESTATES, Hamilton

This a proposed residential subdivision in the Butler Neighbourhood. This development is for 15 single family residential lots and 49 future single family residential lots. For this development \$16,950.00 City share is non-recoverable and \$157,990.50 City share is for 0.3m reserve which is fully recoverable in the future when abutting lands develop. The total servicing cost for this subdivision is \$274,708.90 of which \$99,768.40 is owner's share.

The services along Acadia Drive represent City share under Beaverton Estates due to the fact that Acadia Drive is being created by lands being dedicated by a number of owners along Stone Church Road. At this point in time the City has acquired all but two parts necessary to create Acadia Drive as a road allowance established to its full width of 20.0 metres. to expedite development within this neighbourhood it has become necessary for the City to install the services at one time instead of waiting for each individual land owner to initiate the installation of services. This method also would allow development to the east of Beaverton Estates.

### SANDRINA GARDENS - PHASE 1, Hamilton

This is a proposed residential subdivision in the Broughton East and West Neighbourhoods. It is for 104 single family lots and 3 blocks for multiple family dwelling units (townhouses). There are no costs related to 0.3m reserve representing City share within this development. The City share for oversizing is \$160,296.00 and is non-recoverable. The subdivider's share for this project total \$1,015,143.14 and bring the total servicing costs to \$1,175,439.14 for this development.

Cont'd .....



1990 SERVICING EXPENDITURES RELATED TO SUBDIVISIONS

Cont'd .....

EFFORT GARDENS, Hamilton

This is a proposed residential subdivision in the Jerome Neighbourhood. It is for 89 single family lots and 39 future single family lots. The City share of expenditures within this development are \$176,182.33 for 0.3m reserves which are fully recoverable when abutting lands develop.

Other City share of costs within this development are for oversizing of services. This amount is \$54,296.50 and is normally not recoverable in the future. However, a portion of City share of \$36,450.00 for services related to the road, curbs and walks adjacent to 50 and 56 Chipman Avenue will be recovered in the future.

Road access adjacent to these premises and through Effort Gardens extension are a requirement of draft plan conditions for Effort Gardens. The land owners of 50 and 56 Chipman Avenue have flankage along the proposed City services of Ridge Street. The flankage of each of these lots is 46.775 metres. Under current City policy, these properties may be assessed for local improvement rates based on 75% on the first 30m of length and 100 % of local rates on the remaining portion.

Since these land owners can potentially benefit from these services (future severance) it is our recommendation that the City approve the servicing costs and rate these costs against these lands under Section 12 of the Local Improvement Act. Therefore, a portion of the \$36,450.00 would be recovered when these properties are rated in 1991. The subdivider's share for service within this development are \$665,84.30 bringing the total servicing costs to \$895,663.13 for this development.

PS: j **JUN 11 1990**

cc: J. Thompson, Secretary, Finance and Administration Committee  
cc: E.C. Matthews, City Treasury Department  
cc: R. Douglas, Regional Surveyor's Office  
cc: L. Farr, City Solicitor's Office





# SCHEDULE "A"

## 1990 SUBDIVISION EXPENDITURE SUMMARY

### CITY'S SHARE OF EXPENDITURES

Name of: - SUBDIVISION - DEVELOPER - CONSULTANT - SURVEYOR	# OF LOTS and LOCATION	SUBDIVISION AGREEMENT AUTHORIZATION	DESCRIPTION OF WORKS	0.3 METRE RESERVE COSTS	NON-RECOVERABLE & OVERSIZED COSTS	TOTAL CITY'S SHARE	TOTAL SUBDIVIDER'S SHARE	TOTAL SERVICING COSTS
Beaverton Estates S702-45	15 lots 49 future lots	90-JAN-30 Report 1-90 Item 8						
Salci Developments Inc	HAMILTON		Catch Basins & Connections	\$17,797.50	\$0.00	\$17,797.50		
Urbex Management Ltd			Curbs & Sidewalks	\$42,488.00	\$0.00	\$42,488.00		
Mackay, MacKay, Peters			Finished Roads	\$86,445.00	\$16,950.00	\$103,395.00		
			Dead End Barricade	\$2,260.00	\$0.00	\$2,260.00		
			Street Lighting	\$9,000.00	\$0.00	\$9,000.00		
			sub-total	\$157,990.50	\$16,950.00	\$174,940.50	\$99,768.40	\$274,708.90
Sandrina Gardens ph 1 S719-65	104 Lots 3 Blocks	89-NOV-07 Report 17-89 Item 12	Catch Basins & Connections	\$0.00	\$4,162.00	\$4,162.00		
DiCenzo Construction Co. HAMILTON			Curbs & Sidewalks	\$0.00	\$7,281.00	\$7,281.00		
A.J. Clarke & Assoc.			Finished Roads	\$0.00	\$90,976.00	\$90,976.00		
			Seeding	\$0.00	\$972.00	\$972.00		
			Street Lighting	\$0.00	\$1,500.00	\$1,500.00		
			Fencing	\$0.00	\$3,996.00	\$3,996.00		
			Sewers & Watermains	\$0.00	\$51,409.00	\$51,409.00		
			sub-total	\$0.00	\$160,296.00	\$160,296.00	\$1,015,143.14	\$1,175,439.14
Effort Gardens S705-26	89 Lots 39 Future Lots	89-OCT-10 Report 23-89 Item 10	Catch Basins & Connections	\$27,838.68	\$0.00	\$27,838.68		
Arthur Weisz	HAMILTON		Curbs & Sidewalks	\$40,928.60	\$0.00	\$40,928.60		
Urbex Management Ltd.			Finished Roads	\$99,423.05	\$54,296.50	\$153,719.55		
Mackay, MacKay, Peters			Dead End Barricades	\$565.00	\$0.00	\$565.00		
			Street Lighting	\$7,427.00	\$0.00	\$7,427.00		
			sub-total	\$176,182.33	\$54,296.50	\$230,478.83	\$665,184.30	\$895,663.13
GRAND TOTALS:				\$334,172.83	\$231,542.50	\$565,715.33	\$1,780,095.84	\$2,345,811.17



C. iv)

FOR ACTION

JUN 15 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

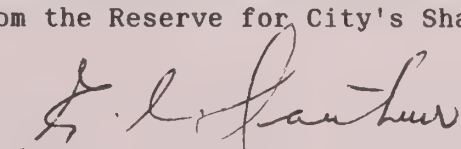
FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 15  
COMM FILE:  
DEPT FILE:

SUBJECT: FINANCING CITY'S SHARE OF SERVICES TO BE  
INSTALLED IN BAR-ROCK ESTATES - TEMPORARY  
PAVEMENT ON DULGAREN STREET FROM ELEANOR  
AVENUE TO PRESIDIO DRIVE

RECOMMENDATION:

That the City's share of services to be installed in Bar-Rock Estates - temporary payment on Dulgaren Street from Eleanor Avenue to Presidio Drive, in the gross amount of \$9,000.00, be financed from the Reserve for City's Share of Services through Unsubdivided Lands.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

- (1) See above recommendation.
- (2) This project is included in the preliminary 1990-1994 Capital Budget as part of Project No. 022.1 to commence in 1990 with an allotment of \$1,500,000.
- (3) With approval of this project, the balance of funds available for 1990 is \$316,746.71.

BACKGROUND:

The Transport and Environment Committee will be considering this project for approval at the June 18, 1990 meeting.

c.c. Mr. J. Schatz, Acting Secretary, Transport and Environment Committee



FOR ACTION

REPORT TO: MR. J. SCHATZ, SECRETARY  
TRANSPORT AND ENVIRONMENT COMMITTEE

FROM: E.M. GILL, P.ENG.  
ACTING COMMISSIONER OF ENGINEERING

DATE: June 11, 1990  
COMM FILE:  
DEPT FILE: S702-39

SUBJECT

Temporary Pavement on Dulgaren Street from Eleanor Avenue to Presidio Drive

RECOMMENDATION

- (i) That the Commissioner of Public Works be directed to improve the temporary pavement on Dulgaren Street from Eleanor Avenue to Presidio Drive and connect this pavement to the Presidio Drive at an estimated cost of \$9,000.00.
- (ii) That the Finance and Administration Committee be requested to recommend the method of financing.

*E.M. Gill*

---

E.M. Gill, P.Eng.  
Acting Commissioner of Engineering

BACKGROUND

Bar-Rock Estates, a subdivision in the Eleanor Neighbourhood, was registered in 1989 and at that time established Presidio Drive which connects to Dulgaren Street as shown on the attached plan. However, a physical connection was not made because Dulgaren, while a City street, was at a standard not suitable for through traffic. Furthermore, permanent improvement could not be undertaken on Dulgaren Street because the sewer installation is not possible for several years due to a lack of an outlet.

A review of the overall situation and in particular access to public transit which is located on Eleanor Avenue determined that it is desirable that Dulgaren Street be improved.

The cost of the improvements should be charged to the City reserve for City share in subdivisions as these improvements are related to a number of subdivisions and not only to Bar-Rock Estates.

KB:ja





C.V)

FOR ACTION

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: HAMILTON SENIOR CITIZEN'S CENTRE STUDY  
- ADJUSTMENT OF GROSS COST

RECOMMENDATION:

That the gross cost of \$30,000 for the Feasibility/Needs Study for senior citizens, as approved by City Council January 31, 1989, be increased to \$49,900 to correspond with the contract issued to the Institute of Environmental Research, and that the original City's cost of \$30,000 be reduced to \$12,475 as a result of the Ministry of Tourism and Recreation's 75% grant.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

- The municipal contribution to the project of \$30,000 was approved by Council January 31, 1989.
- This study is eligible for a 75% Provincial grant which has been received.

BACKGROUND:

City Council approved \$30,000 in January 31, 1989.

Tenders were awarded to the Institute of Environmental Research at a cost of \$49,900.

Funds have been received from the Province of Ontario, in the amount of \$37,425.00.

The study is proceeding.

c.c. Mr. R. Sugden, Director, Culture and Recreation




TREASURY  
 1990 JUN 14  
 ROUTE 1 REC'D  
 DATE: 1990 June 13  
 COMM FILE:  
 DEPT FILE: P&R-REC.

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE: P&R-REC.

RECOMMENDATION:

- (a) That approval be given to increase the gross costs of the Feasibility/Needs Study - Hamilton Senior Citizen's Centre in the amount of \$49,900.00 as awarded to the Institute of Environmental Research.
- (b) That the Finance and Administration Committee recommend the method of financing.

and Administration Committee

  
Robert Sugden

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The municipal contribution to the project was approved by Council January 31, 1989, subject to additional support from the Province of Ontario which will cover the entire cost of the study.

BACKGROUND:

City Council approved \$30,000. in January 31, 1989.

Tenders were awarded to the Institute of Environmental Research at a cost of \$49,900.

Funds have been received from the Province of Ontario, in the amount of \$37,425.00.

The study is proceeding.

c.c. Secretary, Finance & Administration Committee





C. vii)

FOR ACTION

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: CAPITAL PROJECTS - ADJUSTMENTS TO GROSS COST

RECOMMENDATION:

That the gross of cost of the "Sander/Wing Plow Project" (Centre 608951001) be reduced by \$9,000, from \$85,000 to \$76,000, and that the gross cost of the "New Equipment - Vacalls, Steam Jenny, Elephant Vacs" (Centre 609051014) project be increased by \$9,000, from \$213,000 to \$222,000, in order to accommodate an additional requirement for the Vacalls portion of the project.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

- There are sufficient funds available in the Sander/Wing Plow Project to allow this transfer.
- Both of the above projects were financed from the Reserve for Capital Projects.

BACKGROUND:

Information received from Public Works includes:

- Tenders were received for the purchase of two vacall units. One of these units is to be financed out of the Capital Project called "New Equipment - Vacalls, Steam Jenny, Elephant Vac" (Centre 609051014).
- The lowest Tender (of the three received), in the amount of \$178,917.88, was from Altruck Transportation Services. The Capital Account provides \$170,000 for this purchase.

Accordingly, it is requested that the \$9,000 be transferred from the existing project for the purchase of a Sander/Wing Plow unit (Centre 608951001). There are sufficient funds available in that account to cover the amount to be transferred.

IRH/an

c.c. Mr. J. G. Pavelka, Director, Public Works Department



D.i.j

FOR ACTION

JUN 13 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. K. E. Avery  
City Clerk

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE:

SUBJECT:

Adult Basic Education Association - Use of City Hall facilities

RECOMMENDATION:

1. That permission be granted to the Adult Basic Education Association of Hamilton-Wentworth to use the City Hall forecourt on 1990, Wednesday, July 4 at 12:00 noon for a ceremony to commemorate International Literacy Year and the "Book Voyage", including the use of the following equipment:
  - (a) Outside P.A. System
  - (b) Microphone and Line
  - (c) Podium
  - (d) 46 Chairs
2. That the International Literacy Year Flag be flown at City Hall from 12:00 noon 1990 July 4 until July 31.

  
.....

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

c.c. Mr. R. Swan, Manager  
Property Maintenance Division  
  
Mayor's Office  
  
Mrs. R. Morrison  
City Clerk's Department  
  
Information Desk



D. ii)

FOR ACTION

JUN 11 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

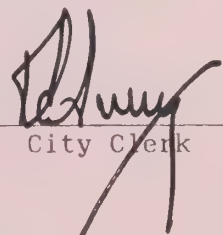
FROM: Mr. K. E. Avery  
City Clerk

DATE: 1990 June 8  
COMM FILE:  
DEPT FILE:

SUBJECT: Correction of School Support

RECOMMENDATION:

That, as provided for in Section 123 (1) of the Education Act dealing with the correction of a clerical error in respect of School support, the taxes for the Municipal property known as 20 Hempstead Drive, in the City of Hamilton, be directed to the Separate School Board.,

  
\_\_\_\_\_  
City Clerk

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

See attached.







Ontario

**ASSESSMENT REGION NO. 19**

Regional Municipality of  
Hamilton-Wentworth

**RÉGION D'ÉVALUATION N° 19**

Municipalité régionale de  
Hamilton-Wentworth

119 King Street West  
3rd Floor  
P.O. Box 2112  
Hamilton, Ontario  
L8N 3Z9

119 rue King ouest  
3<sup>e</sup> étage  
C.P. 2112  
Hamilton (Ontario)  
L8N 3Z9

RECEIVED

JUN 8 1990

June 7, 1990

CITY CLERKS

(416) 521-7469 (416) 521-7469  
Fax (416) 521-7206 Fax (416) 521-7206

Mr. K. Avery  
City Clerk  
City of Hamilton  
71 Main Street West  
HAMILTON, Ontario  
L8P 1N4

Dear Mr. Avery:

It has been brought to our attention by the Hamilton-Wentworth Roman Catholic Separate School Board that the attached list of roll numbers were incorrectly returned on the 1989 Assessment Roll as public school supporters.

Would you please institute proceedings in accordance with Section 123(1) of the Education Act to have the taxes directed to the Separate System.

Thank you for your anticipated co-operation in this matter.

Yours truly,

*E.G. Beres*  
*for*

E.G. Beres  
Regional Assessment Commissioner

EGB:wp  
encl.

cc. J. Wintar, Administrator  
Assessment and Transportation



OPTION: GPE	CTY	MUN	MAP	SUB	PARCL	PR/SUB	NBHD
AND ROLL NO	25	18	060	721	05940	0020	406

LOCATION : 20 HEMPSTEAD DR

NEXT SUBORDINATE : 0040

SCHOOL SUPPORT : SEPARATE

LAST VALID SALE		VOTING		SCHOOL CODES			AUX CODES	
DATE :		WARD :	06	HIGH :	01	SRA :	H	
INST #:		POLL :	053	PUB :	01	PROP :	520	
AMOUNT:		SFX :	0	SEP :	01	AEC :	4	
TYPE :				FR :	00	PCC :	4	

FIRST 2 - FRANK ZARCONE FOODS LTD	ID	OS	RES	REL	SS
NAMES -	X	T			S

MAILING - 20 HEMPSTEAD DR  
 ADDRESS -  
 -  
 - HAMILTON ONT  
 - L8W 2E7

LEGAL - SS FORM 2 100.00 PC SEP  
 AND -  
 LOC -  
 COMM -  
 -





D. iii)

FOR ACTION

JUN 11 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. K. E. Avery  
City Clerk

DATE: 1990 June 8

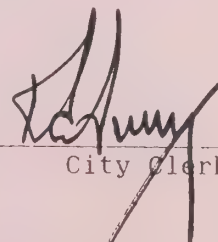
COMM FILE:

DEPT FILE:

SUBJECT: Correction of School Support

RECOMMENDATION:

That, as provided for in Section 123 (1) of the Education Act dealing with the correction of a clerical error in respect of School support, the taxes for the Municipal property known as 672 Barton Street East, 1st, in the City of Hamilton, be directed to the Separate School Board.,

  
\_\_\_\_\_  
City Clerk

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

See attached.





Ontario

**ASSESSMENT REGION NO. 19**

Regional Municipality of  
Hamilton-Wentworth

**RÉGION D'ÉVALUATION N° 19**

Municipalité régionale de  
Hamilton-Wentworth

119 King Street West  
3rd Floor  
P.O. Box 2112  
Hamilton, Ontario  
L8N 3Z9

119 rue King ouest  
3<sup>e</sup> étage  
C.P. 2112  
Hamilton (Ontario)  
L8N 3Z9

RECEIVED

JUN 8 1990

June 7, 1990

CITY CLERKS

(416) 521-7469 (416) 521-7469  
Fax (416) 521-7206 Fax (416) 521-7206

Mr. K. Avery  
City Clerk  
City of Hamilton  
71 Main Street West  
HAMILTON, Ontario  
L8P 1N4

Dear Mr. Avery:

It has been brought to our attention by the Hamilton-Wentworth Roman Catholic Separate School Board that the attached list of roll numbers were incorrectly returned on the 1989 Assessment Roll as public school supporters.

Would you please institute proceedings in accordance with Section 123(1) of the Education Act to have the taxes directed to the Separate System.

Thank you for your anticipated co-operation in this matter.

Yours truly,

*E.G. Beres*  
*for*

E.G. Beres  
Regional Assessment Commissioner

EGB:wp  
encl.

cc. J. Wintar, Administrator  
Assessment and Transportation



OPTION: GPE	CTY	MUN	MAP	SUB	PARCL	PR/SUB	NBHD
AND ROLL NO	25	18	030	237	51780	0020	208

LOCATION : 672 BARTON ST E 1ST

NEXT SUBORDINATE : 0040

SCHOOL SUPPORT : SEPARATE

## LAST VALID SALE

## VOTING

## SCHOOL CODES

## AUX CODES

DATE :	WARD :	03	HIGH :	01	SRA :	H
INST #:	POLL :	032	PUB :	01	PROP :	440
AMOUNT:	SFX :	0	SEP :	01	AEC :	3
TYPE :			FR :	00	PCC :	3

ID	OS	RES	REL	SS
X	T			S

FIRST 2 - 680463 ONTARIO LTD  
NAMES -

MAILING - BRITANNIA TAVERN  
ADDRESS - 672 BARTON ST E 1ST  
-  
- HAMILTON, ONT  
- L8L 3A4

LEGAL - SS FORM 2 100.00 PC SEP  
AND -  
LOC -  
COMM -  
-





D. iv)

FOR ACTION

JUN 14 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: K. E. Avery  
City Clerk

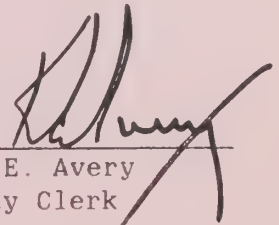
DATE: 1990 June 14

COMM FILE:  
DEPT FILE:

SUBJECT: CIVIC AWARD - THERESA WOLF - CANADIAN GYMNASTICS FEDERATION

RECOMMENDATION:

That a civic silver ring be awarded to Miss Theresa Wolf for winning the Women's Novice Canadian Gymnastics Federation 1990 national title held in Halifax, Nova Scotia on 1990 May 17 - 20.

  
K. E. Avery  
City Clerk

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Approximately \$60.00. Sufficient funds are available in the 1990 budget.

BACKGROUND:

Theresa Wolf will be presented with a civic silver pin in recognition of winning the novice title at the Ontario Elite Gymnastics Championship held in Whitby, Ontario on 1990 April 20 - 22 at the meeting of City Council to be held 1990 June 26.

Miss Wolf has since won the Women's Novice Canadian Gymnastics Federation 1990 National Title. Confirmation has been received in writing by the Canadian Gymnastics Federation.



E. i)

FOR ACTION

JUN 14 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance and Administration Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE: C-039-90

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to June 13, 1990.

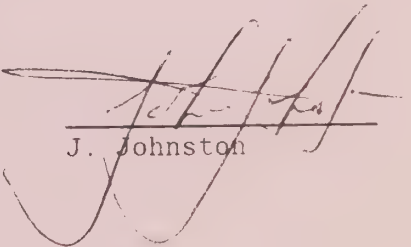
RECOMMENDATION:

As Attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
J. Johnston





THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Raymond Baglione	Traffic Serviceman/ Woman II (A-3)	Traffic	Replacing Mr. D. Reid - promoted	\$22,717.76 to \$25,807.60	\$23,622.04 per annum (2 of 4)	14/05/90
Mr. Steve D. Berry	Probationary Fire Fighter (N/1)	Fire	Additional Staff approved in 1990 Budget	\$30,788.67	\$30,788.67 per annum (1 of 1)	04/06/90
Mr. Ernest Blundell	District Chief (C/11)	Fire	Replacing Mr. G. Smith - promoted	\$55,947.26	\$55,947.26 per annum (1 of 1)	06/05/90
Mr. Robert J. Brown	Equipment Repairman/ Woman (Recreation) (D-11)	Culture & Recreation	Additional Staff approved in 1990 Budget	\$29,163.68 to \$29,579.68	\$29,579.68 per annum (2 of 2)	07/05/90
Mr. Glen R. Burgoin	Grinder Operator (D-11)	Public Works	New position approved in 1989 Budget	\$29,163.68 to \$29,579.68	\$29,579.68 per annum (2 of 2)	30/04/90
Mr. Gerry F. Costello	Garage Attendant (D-7)	Public works	Replacing Mr. L. Perry - retired	\$28,306.72 to \$28,722.72	\$28,306.72 per annum (1 of 2)	24/04/90
Mr. Antonio DiFebo	Equipment Repairman/ Woman (Recreation) (D-11)	Culture & Recreation	Additional Staff approved in 1990 Budget	\$29,163.68 to \$29,579.68	\$29,579.68 per annum (2 of 2)	07/05/90



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Mark T. Franco	Supervisor of Cashiers (M)	Treasury	Replacing Mr. J. Machida - transferred	\$36,125.44 to \$42,507.40	\$36,125.44 per annum (1 of 5)	12/02/90
Ms. Deborah Gagnon	Counter Clerk-Typist (E-2)	City Solicitor's	Replacing Ms. C. Eckenrath - retired	\$19,560.84 to \$21,073.00	\$20,341.88 per annum (2 of 3)	28/05/90
Ms. Marianne Gaunt	Lifeguard I (CH5)	Culture & Recreation	Replacing Ms. N. Hermiston - resigned	\$21,434.40 to \$23,179.52	\$21,434.40 per annum (1 of 3)	14/05/90
Ms. Kelly Goodwin	Lifeguard II (CH4)	Culture & Recreation	Replacing 2 part time positions	\$20,302.36 to \$21,910.20	\$20,302.36 per annum (1 of 3)	15/05/90
Mr. Bernhard Jaeckle	Probationary Fire Fighter (N/1)	Fire	Additional Staff approved in 1990 Budget	\$30,788.67	\$30,788.67 per annum (1 of 1)	04/06/90
Mr. Jean-Paul Lapointe	Grinder Operator (D-11)	Public Works	New Position approved in 1989 Budget	\$29,163.68 to \$29,579.68	\$29,579.68 per annum (2 of 2)	30/04/90
Mr. Scott McEwan	Motor Mechanic II (Non-Certified) (D-12)	Public Works	Replacing Mr. M. Axford - resigned	\$30,551.04 to \$30,967.04	\$30,967.04 per annum (2 of 2)	28/05/90



THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Richard Melanson	Rink Attendant I (D-9)	Culture & Recreation	Replacing Mr. R. Brown - promoted	\$28,649.92 to \$29,065.92	\$29,065.92 per annum (2 of 2)	21/05/90
Mr. Tim E. Mountain	Caretaker (B-2)	Property	Replacing Mr. B. Ortyl - retired	\$23,125.44 to \$24,945.96	\$23,125.44 per annum (1 of 2)	23/04/90
Mr. Bradley S. Phillips	Probationary Fire Fighter (N-1)	Fire	Additional Staff approved in 1990 Budget	\$30,788.67	\$30,788.67 per annum (1 of 1)	04/06/90
Mr. Robert F. Smith	Labourer/Truck Driver (D-7)	Public Works	Replacing Mr. K. Henderson - promoted	\$28,306.72 to \$28,722.72	\$28,722.72 per annum (1 of 2)	14/05/90
Mr. Lawrence E. Stasiuk	Landscape Architect (A-15)	Public Works	New Position approved in 1990 Budget	\$38,025.52 to \$43,511.52	\$42,362.84 per annum (5 of 6)	14/05/90
Mr. Edmund Switenky	Traffic Technologist (A-14)	Traffic	Additional Staff approved in 1989 Budget	\$34,893.04 to \$41,550.60	\$39,505.44 per annum (4 of 5)	30/04/90
Mr. Anthony Tozzi	Meter Serviceman I (A-4)	Traffic	Replacing Mr. A. Whiteman - retired	\$24,354.20 to \$27,451.32	\$27,451.32 per annum (5 of 5)	30/04/90





THE CORPORATION OF THE CITY OF HAMILTON  
TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Mr. Michael Axford	Motor Mechanic II (Non-Certified)	Public Works	Resigned	5 years, 11 months	20/04/90
Mr. John Kornuta	Garbage Truck Driver	Public Works	Terminated	35 years	19/04/90
Mr. Lorne Perry	Garage Attendant	Public Works	Retired	23 years	06/05/90
Mr. Michael Roberts	Building Inspector	Building	Resigned	9 years, 1 month	11/05/90
Mr. Roy Schofield	Parking Meter Collections Clerk	Treasury	Retired	21 years, 1 month	25/05/90
Mr. Tony Scime	Handyman/Woman	H.E.C.F.I.	Resigned	4 years, 4 months	13/04/90
Mr. Peter Shwedyk	Labourer/Truck Driver	Public Works	Resigned	1 year, 10 months	06/04/90
Mr. Arthur Whiteman	Meter Serviceman I	Traffic	Retired	15 years, 5 months	30/04/90
Mr. Kenneth Withers	Garbage Truck Driver	Public Works	Retired	26 years, 10 months	30/04/90



E. ii)

FOR ACTION

JUN 14 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE: C-035-90

SUBJECT: Leave of Absence - John Riches, Department of Public Works

RECOMMENDATION:

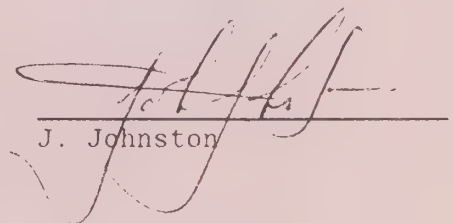
That a leave of absence be granted to Mr. John Riches, an employee of the Public Works Department, for the period commencing June 18, 1990 to August 27, 1990.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. Riches has requested this leave for personal reasons. His Department Head and the Chief Administrative Officer are supportive of the request.

  
J. Johnston



E.iii)

FOR ACTION

JUN 14 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE: C-036-90

SUBJECT: Leave of Absence - Patricia Adams, Information Systems Department

RECOMMENDATION:

That a leave of absence be granted to Patricia Adams, an employee of the Information Systems Department, for the period commencing June 11, 1990 to September 28, 1990.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Ms. Adams will be assuming a position within the Regional complement of Information Systems as a temporary replacement for an employee on maternity leave.

  
J. Johnston





E. iv)

FOR ACTION

JUN 14 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE: C-034-90

SUBJECT: The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton).

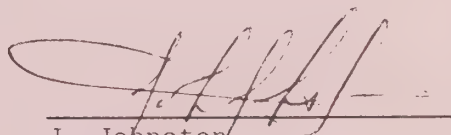
RECOMMENDATION:

That the contract settlement of The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton) be received pursuant to the Fair Wage Policy of the City of Hamilton.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

  
J. Johnston



Contract Settlement between The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton)

The wages and related payments for regularly scheduled daytime hours for Journeymen Carpenters are as follows:

<u>Effective Date</u>	<u>Hourly Rate</u>	<u>Vacation Pay 4%</u>	<u>Holiday Pay 6%</u>	<u>Health and Welfare</u>	<u>Pension</u>	<u>S.U.B. Total</u>
May 1/90	\$24.04	\$2.40			\$2.60	\$29.04
May 1/91	\$25.40	\$2.54			\$2.60	\$30.54

Employer Contributions

Association Administration Fund - \$0.08

Training & Upgrading - \$0.05 Employee, \$0.05 Employer

Employee Deductions

Union Administration Fund - \$0.05

Carpenters Dues Trust Fund - \$0.35

Foreman Differential

May 1/90 - \$1.75

May 1/91 - \$2.00

Lead Hand

May 1/90 - \$1.00

May 1/91 - \$1.00

APPRENTICES

	<u>May 1/90</u>	<u>May 1/91</u>
1st six months - 40% of journeyman rate	\$ 9.62	\$10.16
2nd six months - 50% of journeyman rate	12.02	12.70
2nd year - 65% of journeyman rate	15.63	16.51
3rd year - 75% of journeyman rate	18.03	19.05
4th year - 85% of journeyman rate	20.43	21.59

Travel Expenses

Kilometers - May 1/90 - \$0.26      May 1/91 - \$0.28



Contract Settlement between The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton)

The wages and related payments for regularly scheduled daytime hours for Drywall Workers is as follows:

Effective Date	Hourly Rate	Vacation Pay 4%	Holiday Pay 6%	Health and Welfare	Pension	S.U.B. Total
May 1/90	\$24.04	\$2.40			\$2.60	\$29.04
May 1/91	\$25.40	\$2.54			\$2.60	\$30.54

Employer Contributions

Association Administration Fund - \$0.08

Training & Upgrading - \$0.05 Employee, \$0.05 Employer

Employee Deductions

Union Administration Fund - \$0.05

Carpenters Dues Trust Fund - \$0.35

Foreman Differential

May 1/90 - \$1.75

May 1/91 - \$2.00

Lead Hand

May 1/90 - \$1.00

May 1/91 - \$1.00

APPRENTICES

	May 1/90	May 1/91
1st 750 hours - 40% of journeyman rate	\$ 9.62	\$10.16
2nd 750 hours - 50% of journeyman rate	12.02	12.70
3rd 750 hours - 60% of journeyman rate	14.42	15.24
4th 750 hours - 70% of journeyman rate	16.83	17.78
5th 750 hours - 80% of journeyman rate	19.23	20.32
6th 750 hours - 90% of journeyman rate	21.64	22.86

Travel Expenses

Kilometers - May 1/90 - \$0.28      May 1/91 - \$0.28





Contract Settlement between The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton)

The wages and related payments for regularly scheduled daytime hours for Resilient Floor and Carpet Layers are as follows:

<u>Effective Date</u>	<u>Hourly Rate</u>	<u>Vacation Pay 4%</u>	<u>Holiday Pay 6%</u>	<u>Health and Welfare</u>	<u>Pension</u>	<u>S.U.B.</u>	<u>Total</u>
May 1/90	\$22.06	\$2.21			\$2.60		\$26.87
May 1/91	\$23.43	\$2.34			\$2.60		\$28.37

Employer Contributions

Association Administration Fund - \$0.08  
Training & Upgrading - \$0.05 Employee, \$0.05 Employer

Employee Deductions

Union Administration Fund - \$0.05  
Carpenters Dues Trust Fund - \$0.35

Foreman Differential

May 1/90 - \$1.75  
May 1/91 - \$2.00

Lead Hand

May 1/90 - \$1.00  
May 1/91 - \$1.00

APPRENTICES

	<u>May 1/90</u>	<u>May 1/91</u>
1st six months - 40% of journeyman rate	\$ 8.82	\$ 9.37
2nd six months - 50% of journeyman rate	11.03	11.72
2nd year - 65% of journeyman rate	14.34	15.23
3rd year - 75% of journeyman rate	16.55	17.57
4th year - 85% of journeyman rate	18.75	19.92



E. v)

FOR ACTION

JUN 14 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE: C-033-90

SUBJECT: Student Rates - Culture and Recreation

RECOMMENDATION:

That the hourly rate of pay for the positions of Snack Bar Clerk and Outside Activity Assistant be set, effective July 1, 1990, at:

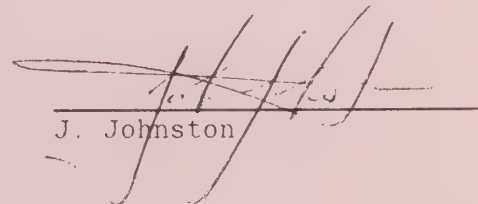
Step 1 - \$6.00 per hour  
Step 2 - \$6.15 per hour  
Step 3 - \$6.30 per hour

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The Department of Culture and Recreation advises that this increase in cost (less than \$1,000.00) can be accommodated within its budget.

BACKGROUND:

In order to remain competitive in the marketplace and to reduce staff turnover in these positions, it is necessary to increase these rates from the current level of \$5.263 per hour.

  
J. Johnston

cc: R. Sugden, Director of Culture & Recreation



E. vi)

FOR ACTION

JUN 14 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance and Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE: C-037-90

SUBJECT: Increase in Stipend - City Doctor

RECOMMENDATION:

That the fees paid to the City Doctor be increased by 5% effective January 1, 1990.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The increased amount was approved in the 1990 Hamilton Fire Department Budget - Account Number CH 55403-48001.

BACKGROUND:

See attached letter.

  
J. Johnston





J. DOUGLAS BELL, M.D.  
196 GEORGE STREET  
HAMILTON, ONTARIO  
L8P 1E9

TELEPHONE 525 3501

4th June 1990

Mr. Reg Joyce,  
The Corporation of the City of Hamilton,  
Hamilton Fire Department,  
55 King William Street,  
Hamilton, Ontario.  
L8R 1A2

Dear Mr. Joyce:

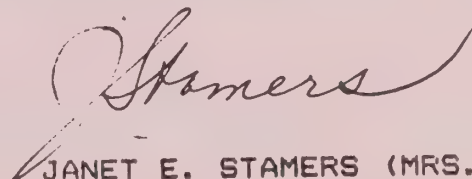
Re: INCREASE IN STIPEND, RETROACTIVE TO JANUARY 1, 1990

Further to my telephone conversation with you today, we understand that an increase in the amount of 5% has been approved for the examination of the firefighters on a regular basis.

We would appreciate it if you would contact Human Resources about this approval, and ask them to incorporate the retroactive increase in the next cheque made payable to Dr. J. Douglas Bell.

Thank you for your assistance in this matter.

Yours truly,



JANET E. STAMERS (MRS.)  
Office Administrator



F.

FOR ACTION

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

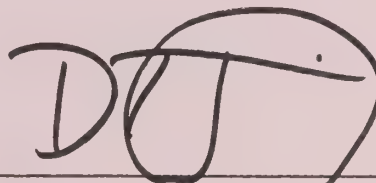
FROM: Mr. D. Heintz  
Secretary, Keep Hamilton Clean Committee

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE: KHCC

SUBJECT: Keep Hamilton Clean Committee  
Terms of Reference

RECOMMENDATION:

That the Terms of Reference for the Keep Hamilton Clean Committee be changed by the addition of one member to adjust the Committee membership from nine to ten citizen members.



---

Mr. D. A. Heintz, P.Eng., M.B.A.  
Secretary, Keep Hamilton Clean Committee

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

City Council, at its meeting dated 1990 April 10, approved the addition of two new members of the Keep Hamilton Clean Committee to fill the one vacancy that existed at that time.

Accordingly, this is a housekeeping change to the Committee's Terms of Reference to reflect the addition of one citizen member to the Committee's membership complement.

dh/



G.

FOR ACTION

REPORT TO: Chairman and Members  
Finance & Administration Committee

FROM: Mr. John Thompson, Secretary  
Finance & Administration Committee

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: THE ONTARIO MOTORWAY NETWORK -  
A TRANSPORTATION PLAN FOR THE 21st CENTURY

RECOMMENDATION:

That the attached correspondence from the Greater Peterborough Economic Council, dated 1990 May 22, dealing with a study which recommends construction of a new multi-lane, controlled-access highway network linking most areas of the Province, be referred to the Finance and Administration Committee for review.

FINANCIAL IMPLICATIONS: N/A

BACKGROUND:





JUN 11 1990

cc. ✓ Mr. John Thompson, Secretary - Finance & Admin. Committee from Mayor Bob Morrow, June 11th, 19



Greater Peterborough Economic Council  
500 GEORGE STREET NORTH, PETERBOROUGH, ONTARIO, K9H 3R9

May 22, 1990

MAY 29 1990

Mr. R. Morrow, Mayor,  
City of Hamilton,  
71 Main Street West,  
Hamilton, Ontario  
L8N 3T4

Dear Mr. Morrow:

The Greater Peterborough Economic Council recently completed the enclosed study which recommends construction of a new multi-lane, controlled-access highway network linking most areas of the province.

Since you represent an area which could benefit from this proposal we are sending you a complimentary copy of The Ontario Motorway Network which it is hoped you will find interesting and useful.

A unique feature of this proposal is that the system can be largely financed by user fees and private capital. The report suggests that if such alternative sources of funding are used, the entire network can be completed in 10 to 15 years. It is interesting to note that if the entire 1988-89 provincial highway construction budget were in future applied only to this project, it would require 57.5 years to complete.

It is suggested that municipalities which wish to support this proposal in whole or in part write to the following with their comments:

1. The Honourable Douglas Lewis  
Minister of Transport  
House of Commons  
Ottawa, Ontario  
K1A 0A6
2. The Honourable William Wrye  
Minister of Transportation  
77 Wellesley Street  
Toronto, Ontario  
M4Y 1H7
3. Honourable Robert Nixon  
Treasurer of Ontario  
77 Wellesley Street,  
Toronto, Ontario  
M4Y 1H7
4. Local Members of Parliament
5. Local Members of Provincial Parliament

Our organization would appreciate receiving a copy of any comments or submissions by municipal officials to the provincial and federal governments on this subject.

Yours sincerely,

John M. Bowes, Chairman, Municipal Committee

Mailing Address - 943 Oriole Drive, Peterborough, Ontario K9J 6K6



CAYONHBLA05  
C51F31  
URBAN/MUNICIPAL



CITY CLERK

J.J. SCHATZ  
DEPUTY CITY CLERK

**THE CORPORATION OF THE CITY OF HAMILTON**  
OFFICE OF THE CITY CLERK

CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

TEL: 546-2700  
FAX: 546-2095

NOTICE OF MEETING

FINANCE AND ADMINISTRATION COMMITTEE  
Thursday, 1990 June 21  
9:30 o'clock a.m.  
Room 233, City Hall



John Thompson  
Secretary

A G E N D A

9:30  
a.m.

1. CONSENT AGENDA
2. STATUS OF WOMEN SUB-COMMITTEE
  - (a) Resignation and Recommendation for New Appointment
  - (b) Recommendations of the Community Outreach Sub-Committee to be forwarded to the Parks and Recreation Committee
3. TAXI ADVISORY COMMITTEE

Resignation and Replacement
4. CITY CLERK
  - (a) AMO Conference
  - (b) Letters of Application for Citizen Appointment - Hamilton Public Library Board (copy to follow)



10:00  
a.m.

5. CORRESPONDENCE FOR DISCUSSION

- (a) Management Team - Overspending 1990 Current Budget
- (b) Mr. E. C. Matthews, Treasurer - Financing Procedure for an Overbudget Current Expenditure
- (c) Ms. P. Noé Johnson, City Solicitor - Interpretation of Section 25 of the Procedural By-law - Money Appropriation

6. TREASURER

- (a) Funding - Wesley Urban Ministries - Base Transfer
- (b) Funding - Bocci Ball Courts (Report to Follow)
- (c) Repairs to Inch Park Tennis Courts
- (d) Calculation of Discount on the Prepayment of Realty Taxes - Information Report Requested by Alderman Cooke

11:00  
a.m.

7. BREAK

8. DELEGATIONS

- (a) Applicants for Citizen Appointment to the Municipal Non-Profit (Hamilton) Housing Corporation:

11:05 a.m.	Susan Andrews
11:10 a.m.	Robert Coxon
11:15 a.m.	David Gerrie
11:20 a.m.	Stan Jugovic
11:25 a.m.	Andrew Keith
11:30 a.m.	Manfred Rudolph

- (b) Hamilton Folk Arts Heritage Council  
- Late Grant Request

12:00

9. LUNCH

12:30  
p.m.

10. MANAGER, LICENCE DIVISION

- (a) Sale of Tobacco to Minors
- (b) Licensing of Tow Trucks
- (c) Flower Vendors - Information Report Requested by Alderman Copps





11. BUILDING COMMISSIONER

- (a) Ontario Plumbing Inspectors' Association Annual Meeting and Technical Conference - grant
- (b) Amendment to Development Charges By-law

12. DIRECTOR OF INFORMATION SYSTEMS AND TREASURER

Property/Taxation Project - Phase I, Implementation of Monthly Taxation Billing System

13. ALDERMAN H. MERLING

Correspondence from Mr. J. W. Upsdell Re: Tax Instalment Schedule

14. APPOINTMENT OF SPECIAL SUB-COMMITTEE

Re: Separate Tax Bills for the Board of Education and Monthly Taxation Billing

15. DIRECTOR OF CULTURE AND RECREATION

1991 Canadian Museum Association Annual Conference - Funding

16. ALDERMAN D. ROSS

Letter from Mr. D. Luzzi, Hamilton Chamber of Commerce

1:00  
p.m.

17. COMPREHENSIVE AUDIT SUB-COMMITTEE

- (a) Appointment of Comprehensive Audit Steering Committee for the Property Department
- (b) Terms of Reference for Comprehensive Audit for the Licencing Division of City Clerk's Department
- (c) Appointment of Consultant to Conduct Comprehensive Audit for H.E.C.F.I.

1:30  
p.m.

18. ALDERMAN B. HINKLEY

Environment Concerns of the Association of Professional and Administrative Employees of the Corporation of the City of Hamilton (APAE) - Recycling Initiatives



19. CORRESPONDENCE REFERRED FROM THE MAYOR'S OFFICE

- (a) Late Grant Request - Optimist Clubs Against Drugs (O.C.A.D.)
- (b) Financial Support - Information Network of the Indigenous Peoples of the Americas (INIPA)

2:00  
p.m.

20. RESOLUTIONS

- (a) City of Cambridge - Funding Criteria for "Recreational and Social Services Programs"
- (b) McMaster Co-Operative Housing Corporation - Development of a Co-operative Housing Complex to Provide Affordable Housing for the Graduate Student Community at McMaster University

21. HAMILTON FIRE DEPARTMENT

Area Fire Department Alarms - Cost Recovery Program -  
Information Report Requested by Alderman G. Copps

22. CITY SOLICITOR

Fireworks By-law

23. IN-CAMERA AGENDA

24. NEW BUSINESS

25. ADJOURNMENT



FOR ACTION

2(a)

JUN 14 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: C. J. Coutts, Secretary  
Hamilton Status of Women Sub-Committee

DATE: 1990 June 14

COMM FILE:  
DEPT FILE:

SUBJECT: RESIGNATION OF STATUS OF WOMEN SUB-COMMITTEE MEMBER  
- RECOMMENDATION FOR NEW APPOINTMENT

RECOMMENDATION:

- a) That City Council accept the attached letter of resignation dated 1990 June 7 from Ms. Catherine Sindall from the Hamilton Status of Women Sub-Committee; and,
- b) That the Finance and Administration Committee review the applications previously submitted by interested citizens for appointment to the Hamilton Status of Women Sub-Committee to appoint one citizen member to fill the vacancy created by this resignation; and,
- c) That failing recommendation (b) the City undertake the necessary steps to have this position advertised.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

Ms. Catherine Sindall resigned from the Hamilton Status of Women Sub-Committee effective 1990 June 7. To avoid any delays in appointing a citizen member, the Committee hopes that the vacancy can be filled immediately by a citizen member (applications attached) who applied for appointment the last time a vacancy was advertised.

Attached

C. Coutts



5/6 2095

2-175 Burris Street  
Hamilton, Ontario  
L8M 2J7

June 7/90

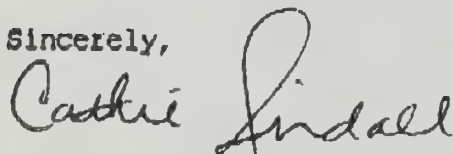
Hamilton Status of Women  
Sub Committee Members  
Corporation of the  
City of Hamilton

To Deborah Barfnecht  
Chair & Members of the Committee

Please accept this letter as official notification of my resignation as a member of the Hamilton Status of Women Sub-Committee and as a Sub-Committee Chair. I will be starting a new job at the end of June as the Manager, Community Relations at the Burlington Association for Community Living. This new position will require a great deal of my time, which means I will be unavailable to devote time to the committee.

I also want to take this opportunity to state that I have enjoyed working with all of you and I wish you and the committee success in future endeavours.

Sincerely,

  
Catherine Sindall

HAMILTON STATUS OF WOMEN SUB-COMMITTEE

-----  
1 TO BE APPOINTED  
(for a term to expire 1991 November 30) to fill resignation  
-----

APPLICANTS:

- a) JANICE BANTLE, 138 Ontario Avenue, Hamilton, Ontario, L8N 2X3
- b) MARY CARSON, 54 - 10 St. Andrew's Drive, Hamilton, Ontario, L8K 5J6
- c) Yael GREENBERG, 150 Arkell Street, Hamilton, Ontario, L8S 1N8
- d) DIANE MACSAVANEY, 552 Scenic Drive, Hamilton, Ontario, L9C 1G8
- e) JACQUELINE MUNRO, 707-200 Jackson Street West, Hamilton, Ontario, L8P 4K9



(a)

Curriculum Vitae  
JANICE A. BANTLE

138 Ontario Ave.  
Hamilton, Ontario  
L8N 2X3  
(416) 572-9077

#### BUSINESS EXPERIENCE

- 1989 Children's Aid Society of Hamilton-  
Wentworth, Associate Counsel.  
Responsibilities: Practice exclusively  
in Child Welfare Law with extensive  
Court appearances.
- 1987-1989 Bantle, Cox-Graham  
Barristers & Solicitors  
Hamilton, Ont.  
Responsibilities: Partner in law firm.  
Practice primarily in family law ( Unified  
Family Court) with some files in civil  
litigation.
- 1985-1986 Larry H. Gilbertson and Associates  
Toronto, Ont.  
Responsibilities: Clerkship was exclusively  
in the area of civil litigation.

#### EDUCATION

Bar Admission Course (Toronto)  
Called to the Bar of Ontario, April, 1987.

Batchelor of Laws 1985  
Osgoode Hall Law School (Toronto)

Batchelor of Arts 1982  
University of Alberta (Edmonton)  
Degree in Political Science

#### LAW RELATED 1984-1985

Editor, Osgoode Hall Law Journal

#### AWARDS

- 1982 Queen Elizabeth Scholarship in  
Canadian Studies

## AWARDS

1981	Government of Alberta Honours Award
1980	Government of Alberta Honours Award

## OTHER INTERESTS

Guest Speaker	Hamilton District & Labour Council (1988/1989)
	Seminar on Separation and Divorce
	McMaster University International Women's Day Conference 1988
	T.A.M.I.'S Resource Centre for Young Mothers
	Family Life Programme (Hamilton-Wentworth)
	Economics in the Family (Hamilton-Wentworth Catholic Schools)
	Womens's Centre of Hamilton-Wentworth
	Zonta Club of Hamilton II
	Contemporary Careers for Women (1988/89)
	Industry Education Council
CHAIR	(1989-90) Zonta Club of Hamilton II
CO-CHAIR	(1988-89) Zonta Club of Hamilton II (Both years, Status of Women Committee)

## PROFESSIONAL MEMBERSHIP

Law Society of Upper Canada  
Canadian Bar Association  
Zonta Club of Hamilton II  
National Association of Women and the Law

## OTHER MEMBERSHIPS

Canadian Abortion Rights Action League

E. A. SIMPSON  
71 MAIN ST. W  
HAMILTON, ONT.

(b)  
RECEIVED

SEP 28 1989

CITY CLERKS

DEAR E. A. SIMPSON,

MY NAME IS MARY CARSON, MY RESUME IS ATTACHED TO THIS LETTER, AND I WOULD LIKE TO GET ACTIVELY INVOLVED IN AN ORGANIZATION THAT HELPS WOMEN.

I FEEL THAT MY 20 YEARS IN THE WORK FORCE HAS GIVEN ME EXPERIENCE IN DEALING WITH THE PROBLEMS AND ALSO OBSERVING THE ACHIEVEMENTS OF WOMEN WHO WORK FOR OUR COMMUNITY.

HAVING IMMIGRATED TO CANADA AT THE AGE OF 12, I HAVE FIRST HAND KNOWLEDGE OF STRUGGLES IN ADJUSTMENTS THAT MOST WOMEN WHO IMMIGRATE HAVE TO ENDURE.

AFTER 24 YEARS AS A WORKING SINGLE PARENT, I WOULD LIKE TO SHARE MY EXPERIENCE WITH THE MANY SINGLE MOTHERS WHO ARE TRYING TO DO THE SAME TODAY. I ALSO FIND, THAT AS A SINGLE PARENT WHO HAS RAISED HER CHILDREN TO THE POINT OF INDEPENDENCE, I HAVE THE TIME TO BE A DEVOTED MEMBER OF THE N.A.C.

THANK YOU

Mary Carson

SEPT., 27<sup>th</sup>, 1989  
HAMILTON, ONT.  
(416) 573-1166

10 St. Andrews Drive  
Unit # 54  
Hamilton, Ontario



MARY CARSON'S RESUME  
(573-1166) HAMILTON Ont.

EDUCATION:

- DIPLOMA IN E.C.E.  
[EARLY CHILDHOOD EDUCATION]  
SHERIDAN College Oakville
- ACCOUNTING [FIRST YEAR]  
MOHAWK College Hamilton

HOBBIES AND INT:

- PRESENTLY ENROLLED IN C.G.A. COURSE  
WITH THE ASSOCIATION OF CANADA.

WORK EXPER:

- OWNER/OPERATOR  
BOOKKEEPING SERVICES  
HAMILTON ONTARIO
- ACCOUNTING CLERK  
STANVAN MFG. CO. LTD.  
MISSISSAUGA ONTARIO
- HOUSEMOTHER  
INTERVAL HOUSE OF  
HAMILTON WENTWORTH  
(SHELTER FOR ABUSED  
WOMEN AND CHILDREN)  
HAMILTON ONTARIO
- TEACHING E.C.E.  
3 YEARS OWNER/OPERATOR  
SATELLITE DAY CARE CENTRE  
HAMILTON ONTARIO
- BOOKKEEPER  
STONEY CREEK BOOKKEEPING SERVICES.
- MANAGER  
BANTAM VARIETY STORE  
STONEY CREEK
- SAWING MACHINE Opp. Hamilton ...



SEP 14 1989

August 14, 1989.

Secretary of the Status of  
Woman Subcommittee,  
City Hall,  
71 Main St. W.  
Hamilton, Ontario.

Dear Members:

This letter is to inform you about my interest in becoming a member of the Status of Women Subcommittee, at City Hall. I have had a long-standing interest in the theoretical and clinical aspects of women's issues. This year I received admission into the M.A. Social Welfare Policy programme at McMaster University (which I have deferred until the beginning of September, 1990). Unfortunately, I have not had the opportunity to work for a committee that addresses women's social and economic problems in a practical manner. I look forward to contributing my educational, clinical and organizational background, towards the projects that the Status of Women Subcommittee have undertaken.

Enclosed is a brief resume profiling my skills, knowledge, and experience. I will be happy to provide you with further information, recommendations, etc.

Thankyou for your thoughtful consideration in regards to my application. I look forward to hearing from you.

Yours Sincerely,

Yael Greenberg,  
150 Arkell Street,  
Hamilton, Ontario,  
L8S 1N8

1(416)524-2687

YG/cb

Encl.

Yael Greenberg  
150 Arkel St.  
Hamilton, Ontario  
L8S 1N8

#### EDUCATION

- May 89 Admission into the M.A. (Social Welfare Policy) programme in the School of Social Work at McMaster University (deferred to the session beginning September, 1990).
- Sept 88-May 89 Completed senior social welfare policy courses in the School of Social of Social Work at McMaster University, (prerequisite for the S.W.P.)  
Note: Undertook 3 research projects addressing social, economic and legal aspects of the abortion issue.
- Sept 84-May 87 Completed Year III of the Bachelors of Science Degree Programme in Occupational Therapy at the University of Toronto.  
Field Placement: Internship in physical medicine.  
Internship in psychiatric setting.
- Sept 80-May 84 Successfully completed an Honours Sociology Degree Programme at McMaster University.  
Note: Special academic interests included psycho-social and economic aspects of women's problems in everyday living. This resulted in my decision to pursue a career in psychiatric O.T.

#### REVERANT WORK EXPERIENCE

- Jan 88-May 88 Independent Research Project: negotiated a contract with a Hamilton-based lawyer to compile a detailed medical-legal directory. The aim of the directory was to gather and organize information concerning the goals, policies and treatment plans of various chronic pain patients and patients who sustained head injuries.

#### VOLUNTEER WORK

- 1984-Presently Member of the Executive of Pioneer Women Na'amat of Hamilton: (meets once a month).. The purpose of this volunteer organization is to educate and raise funds, in order to ameliorate the social; economic and political conditions of Jewish and Arab women in Israel.
- 1988 Served as the Convenor of the Authurs Luncheon: (the major fund-raising event of Na'amat)  
Responsibilities included overseeing and directing all the sub-committees, plus maintaining contact with the guest author and publishing house.
- Presently Serving as the Co-chairperson of the Programme Committee  
Responsibilities included programming the social, cultural and educational activities for the members of the organization, year round.
- 1984-1988 Member of the Programme Committee.

(d)  
RECEIVED

SEP 26 1989

552 Scenic Drive  
Hamilton, Ontario  
September 25, 1989

CITY CLERKS

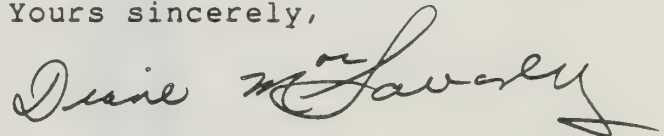
Mr. E. A. Simpson  
City Clerk, City Hall  
71 Main Street West  
Hamilton, Ontario  
L8M 3T4

Dear Mr. E. A. Simpson:

I wish to be considered for appointment to the Hamilton Status of Women Sub-Committee. As a career woman and a Guidance Counsellor, I have had a particular interest in issues which affect women. As a concerned citizen, who has had considerable experience in working with female students as well as other women, I feel that I will be able to make a contribution. In addition, I shall be able to act as a liaison with the Status of Women Committee of District 8 of the Ontario Secondary School Teachers Federation.

Please find enclosed my Curriculum Vitae and Alpha Delta Kappa Brochure.

Yours sincerely,



DM/ja

D. MacSavaney (Mrs.)

# C U R R I C U L U M      V I T A E

Diane MacSavaney  
552 Scenic Drive  
Hamilton, Ontario  
L9C 1G8

Telephone Number: 388-0740

Graduate - University of British Columbia  
Employer - Hamilton Board of Education  
Position - Head of Guidance - Sherwood Secondary School  
1985 - Present  
Dean of Women - H.C.I. - 1969 - 1984

Member of the following organizations :

Hamilton Art Gallery  
Canadian Nature Federation  
Ontario School Counsellors Association  
Canadian Guidance and Counsellors Association  
Hamilton Counsellors Association

Alpha Delta Kappa is an International Honorary Sorority for Women Educators which consists of 57,000 members. Grand Chapter is the International Executive.

1978-1980 - Charter President - Rho Chapter - Alpha Delta Kappa  
1982-1984 - Ontario President of Alpha Delta Kappa  
1987-1989 - Grand Vice President of North Central Region  
(elected by nine States and 3 Provinces)  
1989-1991 - Grand Chaplain - (elected by delegates at International Convention - July, 1989 - Seattle, Wa.)

Director and Secretary of Raven Lake Property Association.

I have served on the following Committees of District 8 O.S.S.T.F.:

P.A.C. (Political Action Committee)  
H.C.I. Branch President

Presently member of the Status of Women.





**Grand President—**  
**LUCILLE G. SEBRE**  
Virginia Sigma  
Norfolk Academy  
Norfolk, Virginia



**Regional Grand V-President**  
**North Central Region—**  
**DIANE MACSAVANEY**  
Ontario Rho  
Head of Guidance  
Sherwood Secondary School  
Hamilton, Ontario



**Grand President-Elect—**  
**RUTH HOLLAND WALSH**  
Connecticut Zeta  
Developmental Reading  
Deans Mill School  
Stonington, Connecticut



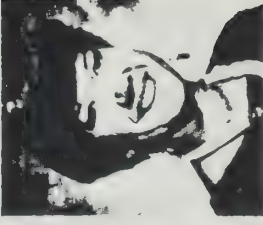
**Regional Grand V-President**  
**Northeast Region—**  
**RUTH W. MCKEE**  
New York Sigma  
Mount Vernon, New York



**Regional Grand V-President**  
**Gulf Region—**  
**CHRISTINE T. MURPHREE**  
Louisiana Eta  
Baton Rouge, Louisiana



**Regional Grand V-President**  
**Northwest Region—**  
**PATTI M. ABBOTT**  
Montana Gamma  
Sixth Grade Teacher  
Burlington School  
Billings, Montana



**Regional Grand V-President**  
**Southwest Region—**  
**MARIANNE KENNEY**  
Nevada Gamma  
Chapter I  
Walter Bracken Elementary  
Las Vegas, Nevada



**Regional Grand V-President**  
**Southeast Region—**  
**MARY RUTH HEIL**  
North Carolina Fidelis Nu  
Hendersonville, North Carolina

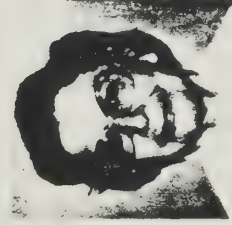


**Regional Grand V-President**  
**South Central Region—**  
**KATY PAT DORSEY**  
Missouri Omicron  
Kindergarten  
Renner Elementary  
Kansas City, Missouri

## ALPHA DELTA KAPPA Grand Chapter 1987-1989



**Grand Historian—**  
**JOAN ELIZABETH PIERCEFIELD**  
Indiana Alpha  
Director of Guidance  
Lawrence North High School  
Indianapolis, Indiana



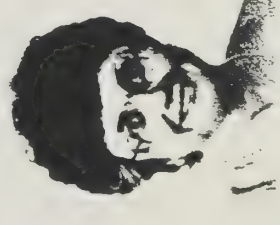
**Grand Chaplain—**  
**DORIS CANTRELL**  
Texas Gamma Lambda  
Palestine, Texas



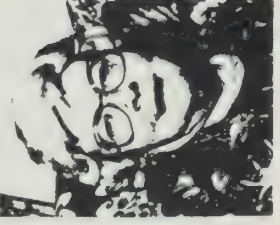
**Chairman of Executive Board**  
**and Immediate**  
**Past Grand President—**  
**MAYME CHINN**  
California Alpha Psi  
Assistant Superintendent of  
Elementary Schools  
San Francisco Unified School District  
San Francisco, California



**Grand Sergeant-at-Arms—**  
**ETHEL N. HASEGAWA**  
Hawaii Fidelis Alpha  
Honolulu, Hawaii



**President of International**  
**Council of Presidents—**  
**DR. ELLEN MARY RODERICK**  
Maryland Beta  
Chief, Education and Training  
HQ Defense Mapping Agency  
Washington, District of Columbia



**Executive Secretary—**  
**LOUISE BALES**  
Kansas City, Missouri



(e)

RECEIVED

SEP 29 1989

CITY CLERKS

200 Jackson St. W

#707

Hamilton, Ont

LSP 4K9

Sept 29, 1989

Mr E.A. Simpson  
City Clerk, City Hall  
71 Main St. W  
L8N 3T4

Dear Mr Simpson:

I wish to be considered for appointment to  
the Hamilton Statute of Women Sub-Committee 1989

I am interested in furthering opportunities for  
women in the age category 40-60 years in the  
labour force & extending training and opportunities  
for women who have been unemployed for a  
period of six years and over.

As far as elections go, it's a sign of the times  
that women candidates have almost become  
commonplace.



In nine ridings where women won there was at least one other female contender. In two of these ridings all three major political parties fielded female candidates.

Electing 20 women members out of 130 is good news but not great news - still only 15%.

The goal should be equal representation for women in the legislative bodies of our country.

I am interested in organizing a booth at Women's World & assisting at the 1990 Women of the Year Banquet.

As far as employment goes & salaries: equal pay for work of equal value.

Sincerely,

Jacqueline Munro

PERSONAL DATA

522-7070

JACQUELINE MUNRO  
200 JACKSON ST. W.  
#707  
HAMILTON, ONT.  
L8P 4R9

OBJECTIVE

Library Technician position or position in the Performing Arts.

EDUCATIONAL QUALIFICATIONS

Completed Grade XII(Strathallan School, Hamilton) and Grade XIII (Senior Matric) Westdale Collegiate, Hamilton, Ontario. Attended Canada Business College, Hamilton 1 year (typing and record keeping)..

ADDITIONAL EDUCATION

University of Toronto - BA course, specialized in French and German & Social Sciences.

Completed French courses, France Canada and Alliance Francaise, Toronto.

Banff School of Fine Arts, University of Alberta; majored in Theatre and Stage Movement; completed the diploma course.

Completed Public Relations Course - Carleton University, in co-operation with the School of Journalism.

Completed a Writing Course in conjunction with the School of Journalism.

Public Service Examination in French for secretaries and passed; also was successful in the typing test.

I have completed the following Library courses at Algonquin College while on the staff of the GSL.

Reference Service I,II  
Cataloguing and Classification I,II  
Library Methods and Equipment  
Audio-Visual Methods

I have completed a review course in Libraries recently.

I have completed the course "Tourism & Hospitality" at Mohawk College.

I attended a workshop on fundraising sponsored by the Hamilton & Region Arts Council.

## EMPLOYMENT HISTORY

Position in Hamilton, Nov. 1987 - Canada Post.

### Positions in Ottawa, 1974 - 1985

Sport Information Resource Centre  
Inter-Library Loans and general Reference work and indexing.  
I left this position Feb. 1985 due to my mother's illness.

Department of National Revenue - Taxation Library. I was in a SI I library technician position.  
I was in charge of Inter-Library Loans and Ref. work in English and some French.

Department of the Secretary of State - I as attached to the cataloguing Department of the Library.

Department of Transport - Position in the GSL Library at a CR 2 level, the Periodical section of the Library where I recorded all the entries on three different kardices, including the core list. I routed all the periodicals to the various sections of Transport, until this system was changed. I opened sorted and distributed all the mail in the library, and arranged all periodicals on the shelf, both for the core list, and answered any questions regarding periodicals in the absence of the Head of the Periodical section. I was responsible for the changing of designators, and typing of correspondence (I.B.M. Selectric typewriter) regarding subscriptions.

National Arts Centre - set up index for Performing Arts Library, and charte out system including Le Theatre Capricorne. I was attached to the Administrative Department.

Secretarial Staff(Members Secretary) House of Commons.

### Positions in Toronto, 1964 - 1973

Librarian Assistant - Princess Margaret Hospital, Toronto  
(Cancer Research) 2 years,

Legal Librarian Assistant - Osgoode Hall Great Hall Library, over 4 years (being in charge of Most recent text books in every field of law). I was also responsible for visible file, which records all the periodicals, their date of entry, vols. indices, etc. Reference work including searches of cases and statutes and working with professors and graduate students. Other duties included catalogue work, and answering telephone inquiries on subjects of law.

Secretarial work - Ontario Government, Dept. of Education

EMPLOYMENT HISTORY

Sept.1989 - Temporary agencies in Hamilton.

Summer employment  
Program Director in charge of station - Dept. of Parks and  
Recreation (Toronto)

Hamilton - Department of National Defence (Canadian Westinghouse)  
Secretary and receptionist (two years)

EXTRA CURRICULAR ACTIVITIES

1985 - 1987

I have completed the Co-op program of the St. Charles Adult Education Centre & have enrolled in a refresher course on the electronic typewriter.

I have completed a 10 week co-operative Adult Education placement program with the Children's Museum in Hamilton.

I have done volunteer work for several agencies.

I worked for Peter Street, Director of Public Relations at the Amity until the time of his death, so I was unable to get a letter of recommendation.

I typed up press releases, did research and composed letters.

Voluntary Action Centre - Volunteer

I was on the Relationship Committee for the Hamilton Arts Task Force for 1986.

Hamilton Philharmonic Orchestra - Volunteer

I am sitting on the Committee for the Forum for Theatre

I am a member of the Volunteer Guild of the Bach - Elgar Choir.

I have been appointed to serve on the Arts Advisory Committee of the Parks & Recreation Committee until Nov. 30, 1988.

GENERAL INTERESTS - Drama, Music, Sports, Community work.



EXTRA CURRICULAR ACTIVITIES

1988 - 1989

I am sitting on the Committee for the Forum for Theatre.

I am enrolled again in a refresher course on the electronic typewriter at St. Charles East at 181 Belmont Avenue.

I am a volunteer with the Canadian Cancer Society as a Reach to Recovery Visitor and have completed the course.

I attended the Women of the Year Awards Dinner, February 2nd, 1989.

I have received a certificate of recognition from the Hamilton City Council and presented by Bob Morrow for my work on the Arts Advisory Sub-Committee, 1987 - 1988.

I did fundraising in my apt. building for the Canadian Cancer Drive, 1989.

I have done volunteer work at The Church of the Ascension, working on monthly newsletters and bringing phone lists of parishioners up to date.

I am undertaking Council Training Course on TV Hamilton - Cable 14 for television coverage of the City and Regional Council meetings.



## REFERENCES

Mrs. P. Morton, Assistant Director  
Catalogue Branch(National Services).  
National Library of Canada  
395 Wellington Street,  
Ottawa, Ont.  
KIA ON4

Mrs. Carole Bregaint, Librarian,  
Department of the Secretary of State Library,  
30 Slater Street,  
Ottawa, Ont.  
KIA 6M5

Mr. Archie Campbell, Reference Teacher,  
Public Service Commission,  
300 Laurier Avenue,  
Room 936, West Tower,  
L'Esplanade Laurier, Ottawa.

Alderman Ben Nobleman  
Ward One/City of York  
2700 Eglinton Ave. W.  
Toronto, Ont. M6M 101

Mrs. Ann Mulvale  
Teacher  
St. Charles Co-op Program  
181 Belmont Ave.  
Hamilton, Ont.  
L8L 7M5

Mrs. Ruth Faulks  
Secretary  
The Church of the Ascension  
64 Forest Ave. & John St. S.  
Hamilton, Ont. L8N 1X1

FOR ACTION

2(b)

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: C. J. Coutts, Secretary  
Hamilton Status of Women Sub-Committee

DATE: 1990 June 18

COMM FILE:

DEPT FILE:

SUBJECT: HAMILTON STATUS OF WOMEN SUB-COMMITTEE RECOMMENDATIONS -  
FORWARD TO NEEDS STUDY FOR RECREATION CENTRES AND FEASIBILITY  
STUDY FOR SENIOR CENTRES COMMITTEES

RECOMMENDATION:

That the report attached hereto as Exhibit A, as prepared by the Community Outreach Sub-Committee of the Hamilton Status of Women Sub-Committee, be forwarded to the Parks and Recreation Committee with a request that it be forwarded to the Needs Study for Recreation Centres Committee and the Feasibility Study for Seniors Centres Committee for consideration in developing their respective studies.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

The attached report was approved by the Hamilton Status of Women Sub-Committee at its meeting held 1990 June 11.

As per the Committee's Terms of Reference, the attached report includes a number of recommendations on matters pertaining to women and of municipal concern which should be addressed.

Attached

## EXHIBIT "A"

### RE RECREATION FACILITIES

- Huntington Park
- Twin Pad Arena

### RE SENIOR CENTRES

- Hamilton Seniors' Centre
- Lake Avenue Seniors' Centre

#### 1. RECOMMENDATION:

Separate area designated and identified for changing/feeding facilities for infants.

##### Rationale

Since mothers and fathers in the 1990's share the task of changing and feeding small children, there is a need for a changing/feeding facility with a chair, change table, sink, toilet and small play area that is separate from both men's and women's change areas.

#### 2. RECOMMENDATION:

Segregated private areas to be designated as changing facilities for small children.

##### Rationale

Often children will need help while changing to and from a bathing suit or other types of clothing and will need help from a parent of the opposite sex.

It is difficult, embarrassing and confusing (for both father and daughter) when a father is forced to change his daughter in the men's change room (same for mothers and small boys).

#### 3. RECOMMENDATION:

Day Care facilities on site.

##### Rationale

Moms and Dads who want/need to take part in recreation centre activities need supervised care on site for their children.

#### 4. RECOMMENDATION:

Facilities for seniors - separate disabled change areas.

Rationale

Seniors needing help from a spouse in a change room meant only for men would prove highly embarrassing for both the woman who is assisting her husband as well as the other men in the change room and a disabled man would hardly want to go into the women's change room.

5. RECOMMENDATION:

Handicapped children - disabled bathroom facility separate from regular bathroom.

Rationale

Small children and seniors often need help from an adult of the opposite sex.

Identified individual large bathrooms would allow for two people - the caregiver and the one in need of help, whether of the same or opposite sex.

6. RECOMMENDATION:

Doors that can be opened easily.

Rationale

Doors to buildings need to be accessible and easy to push for seniors, children and parents pushing strollers, carriages and wheelchairs.

7. RECOMMENDATION:

Good lighting in parking lots and no architectural nooks/crannies outdoors where someone can hide.

Rationale

Keep opportunity for unexpected assaults to a minimum.

8. RECOMMENDATION:

Investigate the possibility of having elevator doors and casings made from transparent materials.

Rationale

Keep opportunity for unexpected assaults to a minimum.

Prepared by the Community Outreach Sub-Committee of the Hamilton Status of Women Sub-Committee

1990 June 8

3.

FOR ACTION

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mrs. S. Glover, Secretary  
Taxi Advisory Committee

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: Replacement of Committee Member  
Taxi Advisory Committee

RECOMMENDATION:

That the Finance & Administration Committee replace Mr. Joe Sheeler, the Cab Driver/Lessee representative on the Taxi Advisory Committee.

*Stella Glover*

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

The Taxi Advisory Committee has received the resignation of Mr. Joe Sheeler, the Cab Driver/Lessee representative on the Taxi Advisory Committee.





4(a)

FOR ACTION

REPORT TO: Chairman and Members  
Finance & Administration Committee

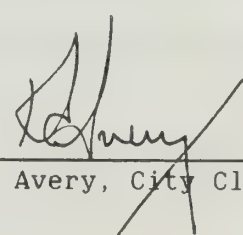
FROM: Mr. K. E. Avery  
City Clerk

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE:

SUBJECT: AMO CONFERENCE - 1990 AUGUST 19 - 22

RECOMMENDATION:

That a maximum of seven (7) Members of City Council be authorized to attend the 1990 Annual Conference of the Association of Municipalities of Ontario to be held in the City of Toronto 1990 August 19 - 22.

  
\_\_\_\_\_  
K. E. Avery, City Clerk

FINANCIAL IMPLICATIONS:

Approximately \$1 300 per delegate.  
Sufficient funding provided in the 1990 Current Budget Estimates.

BACKGROUND:

A copy of the 1990 Annual AMO Conference Program is attached for the Committee's perusal.



# Association of Municipalities of Ontario

## 1990 ANNUAL AMO CONFERENCE

AUGUST 19TH TO 22ND

ROYAL YORK HOTEL  
100 Front St. W., Toronto M5J 1E3  
Tel: 416-368-2511

### "MUNICIPALITIES DOING BUSINESS IN THE 1990s"

#### ONTARIO MUNICIPALITIES SHOW (Metro Convention Centre - Lower Level)

- Sunday, August 19: 6:00 p.m. - 9:00 p.m. - Reception/Opening Ceremonies (MCC)
- Monday, August 20: 11:30 a.m. - 2:00 p.m. - Luncheon Buffet for Delegates (MCC)  
2:00 p.m. - 8:00 p.m. - Invited Guests (MCC)  
8:00 p.m. - "Wingfield's Progress" (MCC Auditorium)
- Tuesday, August 21: 11:00 a.m. - 5:00 p.m. - Open to Delegates and Guests (MCC)  
12:00 noon - 2:30 p.m. - Board Elections (MCC Foyer)
- 

#### \* PROGRAM OUTLINE \*

#### SATURDAY, August 18

##### RESOLUTIONS COMMITTEE MEETING

##### SECTION MEETINGS

#### SUNDAY, August 19

- 9:30 a.m. - BOARD OF DIRECTORS MEETING  
4:30 p.m.
- 2:00 p.m. - REGISTRATION (Salon A)  
8:00 p.m.
- 6:00 p.m. - RECEPTION AND OPENING CEREMONIES  
9:00 p.m. Metro Convention Centre (Lower Level)

(Over)

MONDAY, August 20

- 8:00 a.m. - REGISTRATION (Salon A)  
4:00 p.m.
- 8:30 a.m. - OPENING GENERAL SESSION  
9:15 a.m.
- 9:15 a.m. - ADDRESS: The Honourable John Sweeney  
10:00 a.m. Minister of Municipal Affairs and  
Minister of Housing
- 10:00 a.m. - PRE-EMINENT RESOLUTIONS  
12:00 noon
- 11:30 a.m. - LUNCHEON (Metro Convention Centre)  
2:00 p.m.
- 1:30 p.m. - WORKSHOPS (see attached topics)  
4:30 p.m.
- Six Workshops each will take place at 1:30 p.m. and 3:00 p.m.
- 8:00 p.m. "WINGFIELD'S PROGRESS" (Metro Convention Centre Auditorium)

TUESDAY, August 21

- 7:30 a.m. - BREAKFAST - DELEGATES/COMPANIONS  
8:30 a.m. Coffee/Tea - Danish/Muffins
- 8:30 a.m. - RESOLUTIONS  
11:00 a.m.
- 11:00 a.m. - GENERAL SESSION  
12:30 p.m. "Personality And Conflict: Beyond Muddling Through"
- Dr. Brian Little, Psychologist
- 12:00 noon - BOARD ELECTIONS (Metro Convention Centre)  
2:30 p.m.
- 2:30 p.m. - WORKSHOPS (new and repeat)  
4:00 p.m.
- 6:00 p.m. - RECEPTION
- 7:00 p.m. - BANQUET
- 9:00 p.m. - DANCE - Matt Pines Band

WEDNESDAY, August 22

- 8:00 a.m. - BREAKFAST - DELEGATES/COMPANIONS  
9:00 a.m. Coffee/Tea - Danish/Muffins
- 9:00 a.m. - RESOLUTIONS  
10:15 a.m.
- 10:15 a.m. - PRESIDENT ELECT'S REMARKS  
10:30 a.m.
- 10:30 a.m. - GENERAL SESSION  
11:00 a.m. "New Initiatives in the Ministry of Labour"
- The Honourable Gerry Phillips  
Minister of Labour
- 11:00 a.m. - GENERAL SESSION  
12:15 p.m. "Provincial Municipal Social Services Review" (PMSSR)
- The Honourable Charles Beer (invited)  
Minister of Community and Social Services
- Ron Book  
Mayor  
Town of Grimsby  
Co-Chairman  
Provincial Municipal Social Services Review
- Phil Johnston (invited)  
Commissioner of Social Services  
Regional Municipality of Waterloo  
OMSSA Member  
Provincial Municipal Social Services Review
- Nancy Smith  
Chairman  
Social Services Committee  
Regional Municipality of Ottawa-Carleton  
AMO Member  
Provincial Municipal Social Services Review
- 12:15 p.m. - CLOSING GENERAL SESSION  
12:30 p.m.
- 12:30 p.m. CLOSING RECEPTION
- 12:30 p.m. MEETING OF INCOMING BOARD OF DIRECTORS



4(b)

Corporation of the City of Hamilton

Memorandum

\*\*\*\*\*

TO: Chairman and Members  
Finance & Administration Committee

YOUR FILE:

FROM: Mr. John Thompson, Secretary  
Finance & Administration Committee

OUR FILE:

PHONE: 546-2747

SUBJECT: HAMILTON PUBLIC LIBRARY BOARD -  
APPLICATIONS TO FILL VACANCY

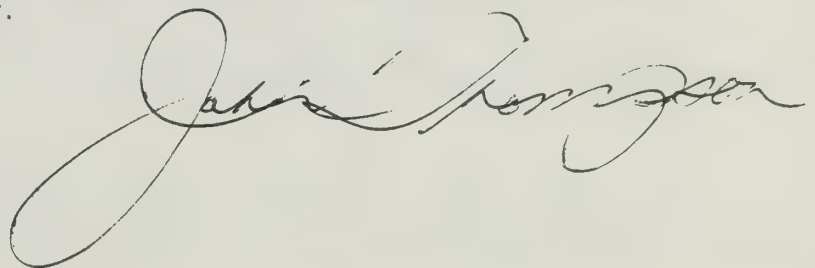
DATE: 1990 June 18

The citizen member vacancy on the Hamilton Public Library Board has been advertised, and the deadline for applications is Monday, 1990 June 18.

Since this deadline falls past the deadline for receiving reports for submission to the Finance and Administration Committee, copies of all applications received will be distributed to the Members of the Committee on Tuesday, 1990 June 19.

I would advise that the Public Library Board is anxious to have this position filled. Should this item not be dealt with at the June 21st meeting, the Board will have to wait another month until our July 26th meeting before the appropriate steps can be taken to fill this position.

The Committee's immediate attention in this matter will enable staff to schedule interviews for the July 26th meeting.







5(a)  
Corporation of the City of Hamilton

Memorandum

\*\*\*\*\*

TO: His Worship the Mayor and  
and Members of City Council

YOUR FILE:

FROM: Management Team

OUR FILE:  
PHONE:

SUBJECT: OVERSPENDING - 1990 CURRENT BUDGET

DATE: 1990 June 6

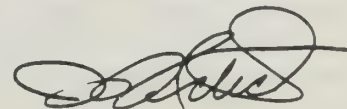
City Council at its last meeting held Tuesday May 29, 1990, approved overspending of the 1990 current budget of \$120,000 to be financed by the use of overdrafts which means that savings and/or trade-offs not yet identified will have to be found before the year-end.

The City Management Team is concerned the extent this practice will continue throughout the year in view of two basic factors:

- 1) 1990 expenditure budgets were reduced substantially beyond what Council has done in previous years thus reducing the possibility of a saving, and,
- 2) revenues for 1990 are expected to fall short of budget estimates particularly for building permits.

The City needs a minimum surplus this year of at least \$750,000. Anything less will impact like a new expenditure in 1991. It is true that the City has had surpluses in past years sufficient to meet its needs for carry forward surplus requirements and some funds to support its pay-as-you-go capital program. 1990, however, is clearly showing signs of producing a surplus insufficient to carry the expected financing requirements, or an overall deficit may be experienced for the first time, either of which will impact negatively on the 1991 current budget.

The Management Team strongly recommend that expenditures be tightly controlled for the balance of this year and that no new programs be considered unless absolutely necessary, and then only with a trade-off of an existing program.



c.c. Mr. L. Sage, Chief Administrative Officer  
Members of the Management Team



56)

JUN 6 1990

Treasury Department

Memorandum

\*\*\*\*\*

TO:	Alderman B. Hinkley, Chairman Finance and Administration Committee	YOUR FILE:
FROM:	Mr. E. C. Matthews Treasurer	OUR FILE:
		PHONE: 546-4523
SUBJECT:	FINANCING PROCEDURE FOR AN OVERBUDGET CURRENT EXPENDITURE	DATE: 1990 June 5

The question to consider is whether a Standing Committee of Council can direct the Treasurer to make a financing recommendation directly to Council on Finance and Administration Committee accounts (i.e. current financial accounts, reserves, etc.) on an overbudget matter when the issue itself has been approved by the Standing Committee. This refers to a situation where the Standing Committee contends it does not have the resources itself to finance the issue for a current budget matter.

First of all, if the Standing Committee cannot afford it, that committee should do one of two things:

- 1) find the money from its own resources by a trade-off or a saving, or,
- 2) do not approve the issue in the first place. That is the City policy approved recently and, in my opinion, in all due respect to the Standing Committee involved, any Treasurer would be irresponsible to recommend anything other than take the money from the committee's own resources, and, make the recommendation directly to the F & A Committee.

At Council last Tuesday, May 29, 1990, the point of contention was the involvement of the F & A Committee in the recommendation and that it was determined to be incorrect procedure. Accordingly, the reference to F & A was removed.

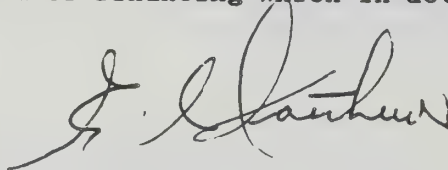
In my opinion, if the Treasurer was authorized to make such recommendations directly to Council it would lead us into financial chaos. Even if Council wishes to ignore my opinion and the documentation I read out at Council last Tuesday, Item 25 of "Procedures At Meetings Of Council" which was referenced by a council member but not dealt with, reads as follows:

- "25. No money appropriation not contained in the appropriate City Budget shall be finally acted upon by the Council until it shall have been referred to the Finance Committee and no money shall be paid by the Treasurer unless ordered by the Council except coupons .....".

1990 June 5

Alderman B. Hinkley, Chairman  
Finance and Administration Committee - Page 2

I take this section to be very explicit in its meaning and I would strongly recommend that all future such resolutions from Standing Committees indicate that F & A recommend the method of financing which in actual practice will originate from the Treasurer.

A handwritten signature in dark ink, appearing to read "J. L. Hinkley". The signature is fluid and cursive, with a large loop at the end.

c.c. Mayor R. Morrow  
Alderman H. Merling, Chairman, Transport and Environment Committee  
Alderman T. Murray, Chairman, Parks and Recreation Committee  
Alderman J. Smith, Chairman, Planning and Development Committee  
Mr. L. Sage, Chief Administrative Officer  
Mr. K. Avery, City Clerk  
Ms. P. Noé Johnson, City Solicitor



5(c)

Office of the City Solicitor

Memorandum

JUN 5 1990

\*\*\*\*\*

TO: Alderman B. Hinkley  
Alderman, Ward 3

YOUR FILE:

FROM: P. Noé Johnson  
City Solicitor

OUR FILE:  
PHONE: 546-4634

SUBJECT: s. 25, Procedure By-law

DATE: 1990 June 5

Further to your request for an interpretation of s.25 of the Procedure By-law of the City of Hamilton as amended, I submit the following comments.

s. 25 No money appropriation not contained in the appropriate City Budget shall be finally acted upon by the Council until it shall have been referred to the Finance Committee(;) and

No money shall be paid by the Treasurer unless ordered by the Council except (:)  
coupons for interest on debentures,  
coroner's orders for inquests  
insurance premiums when certified by the City Clerk  
progress certificates and payments on contracts, and  
pay lists, when signed by the Mayor, or in his absence the Acting Mayor and the Chairperson of the Department to which the same are chargeable.

( The repositioning and punctuation for clarity was mine.)

The reference to the "Finance Committee" will be read as the successor Committee, Finance and Administration. The intention and effect of this section must be considered in line with the legislative constraints imposed on a Municipality.

The section as it now reads presents certain difficulties in interpretation. The issues revolve around the term "Appropriation", the double negative and the dearth of punctuation.

At law "appropriate", the verb, is defined as follows; "to set apart for or assign to a particular purpose to the exclusion of others" Re Sommerville (1926) 31 OWN 289. see also R v. Century 21 Ramos Realty Inc (1987) 37 DLR 4th, 649 (Ont. CA) Re Levy (1924) 26 OWN 300.

This definition coupled with the standard legal Rules of Construction which presumes (1) all words to be given their literal meaning; (2) the manifest purpose is to be supported; and (3) "ut res magis valeat quam pereat" the construction which will bring about an effective result. (ie. the clause should have meaning consistent with the smooth operation of the system)



Based on the above rules applied to the section, I submit the following interpretation:

Amounts designated in the approved City Budget can be expended and charged accordingly, with no further referral to the Finance and Administration Committee and Council action. The corollary: Amounts not so designated must be referred to the Finance and Administration Committee for recommended source of funding prior to final action by Council.

Recommendations to Council from Standing Committees as a matter of process, must be simultaneously referred to Finance and Administration committee to identify a source of funding for Council approval. Those unfunded recommendations must be "subject to funding" when considered or approved by Council.

Procedurally, it may appear as a two-pronged recommendation from the Standing committee:


- (1) first recommendation on the unfunded item for approval subject to funding; and
- (2) second a referral to the Finance and Administration Committee or information that the issue of funding has gone directly from the spending Committee to Finance and Administration (illustrating that the requirement of the Bylaw has been met).

Unless and until a source of funding has been identified, there are no monies to "appropriate". No debt should be incurred unless an interim measure for charging expenditures has been approved by the appropriate committee.

Part 2 of section 25 appears to address situations which may or may not have been covered in the annual Budget approval process but are payments required by law.

Trusting that this satisfactorily deals with your inquiry, I remain

Yours truly,



PNJ

cc: E. Matthews, Treasurer  
PNJ:

FOR ACTION

6(a)

JUN 07 1990

REPORT TO: Mrs. S. Reeder, Acting Secretary  
Finance & Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 6  
COMM FILE:  
DEPT FILE:

SUBJECT: FUNDING - WESLEY URBAN MINISTRIES - BASE TRANSFER

RECOMMENDATION:

That the \$46,000 required as a base transfer to the Culture and Recreation Department's budget to provide funding for Wesley Urban Ministries - Victoria Park Community Centre, as approved by City Council May 29, 1990, be funded by a transfer of appropriation from the Contingency account CH 50010 24120 to an appropriate account within the Recreation budget.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

- the current Contingency account balance after this transaction will be \$57,000.

BACKGROUND:

City Council at its meeting of May 29, 1990 adopted Section 19 of the Eleventh Report of the Parks and Recreation Committee which directed the Treasurer to find the funds for the above purpose.



FOR ACTION

6(c)

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

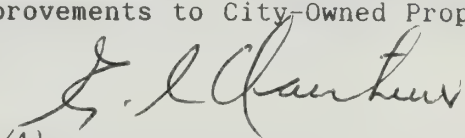
FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 15  
COMM FILE:  
DEPT FILE:

SUBJECT: FINANCING OF REPAIRS TO INCH PARK TENNIS COURTS

RECOMMENDATION:

That the estimated \$18,000 cost to repair the Inch Park Tennis Court be financed from the "Reserve for Major Repairs and Improvements to City-Owned Property", Centre No. 00109.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Sufficient funds are available in this Reserve to finance the above expenditure, the purpose of which is to fund emergency or unforeseen projects related to major repairs to City-owned property in the range of \$10,000 to \$50,000 projects.

BACKGROUND:

The Parks and Recreation Committee will consider this issue at their meeting of June 19, 1990.

c.c. Mr. R. Sugden, Director, Culture and Recreation Department

FOR ACTION

REPORT TO: Mrs. Lynn Dale,  
Secretary, Parks & Recreation Committee

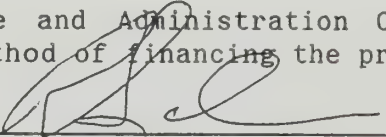
FROM: Mr. R. Sugden  
Director of Culture & Recreation

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE: Committees  
- Civic

SUBJECT: Inch Park Tennis Courts

RECOMMENDATION:

- (a) That repairs and maintenance to the Inch Park Tennis Courts be approved for the year with cost not to exceed \$18,000.00.
- (b) That the Finance and Administration Committee be requested to recommend the method of financing the project.

  
Robert Sugden

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

The City Treasurer has been consulted and will be recommending an appropriate method of financing to the Finance and Administration Committee.

BACKGROUND:

These repairs were originally deferred to the 1991 budget with the surface being suitable for use in 1990.

Inspections in March indicated increased frost and winter damage which prohibits safe use this season, without repair these courts cannot be used this year.

c.c. Secretary, Finance & Administration Committee JUN 15 1990  
Ed Matthews, City Treasurer



6(d)

# FOR INFORMATION

JUN 06 1990

REPORT TO: Mrs. S. Reeder  
Acting Secretary, Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 5  
COMM FILE:  
DEPT FILE:

SUBJECT: CALCULATION OF DISCOUNT ON THE PREPAYMENT OF REALTY TAXES

BACKGROUND:

I am in receipt of a copy of a letter dated May 16, 1990 from Alderman Cooke to the Secretary of the Finance and Administration Committee requesting that the Treasurer prepare a report on how the discount is calculated on the prepayment of realty taxes.

For your information, the discount rate for the years 1982-1984 on the prepayment of taxes was set at 6% per annum. In 1985, it was reduced to 4% per annum which is the rate currently in effect for City of Hamilton taxpayers.

The monthly discount factor is determined by dividing the annual discount rate by 12 i.e. For 1990, the monthly factor is  $4\% / 12 = .3333\%$  per month.

The following is an example of how this rate is applied using the 1990 taxes (including water and sewer surcharge) on an average assessment of \$5,000.

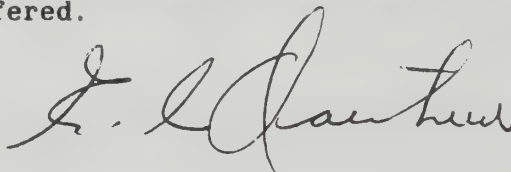
<u>Due Dates</u>	<u>1990 Taxes</u>	<u>Prepayment</u>	<u>Discount Calculation</u>
<u>Prelevy</u>			
Feb. 28	\$499.48	\$ 997.29	
March 31	\$499.48		$\$499.48 \times .3333 \times 1 \text{ mo.} =$ <u>\$1.67</u>
	<u>\$998.96</u>	<u>\$ 997.29</u>	<u>\$1.67</u>
<u>Levy</u>			
May 31	\$	\$1,005.91	
June 30	\$ 507.18		$\$507.18 \times .3333 \times 1 \text{ mo.} =$ <u>\$1.69</u>
Sept 30	\$ 507.18		$\$507.18 \times .3333 \times 4 \text{ mo.} =$ <u>\$6.76</u>
	<u>\$1,014.36</u>	<u>\$1,005.91</u>	<u>\$8.45</u>
Total Taxes	<u>\$2,013.32</u>	<u>\$2,003.20</u>	Total Discount <u>\$10.12</u>



Mrs. S. Reeder  
Acting Secretary, Finance and Administration Committee  
1990 June 5 - Page 2

The cost of providing a 4% discount for the prepayment of taxes to City of Hamilton taxpayers in 1989 was approximately \$350,000 and it is anticipated that this cost will amount to approximately the same in 1990. While the rate cannot be changed for 1990 tax purposes at this stage, it should be noted that if an increase was considered in the rate allowed to say 6% for the year 1991, the additional cost to the City would amount to approximately \$175,000.

Our statistics show that of the 90,000 realty tax accounts in the City of Hamilton, 36,900 or 41% were prepaid during the year 1989. An analysis of these accounts showed that approximately 47% or 17,500 accounts were paid by mortgage institutions for taxpayers while 19,400 or 53% were paid by taxpayers directly to the City. Past experience indicates that because of the administrative costs associated with the instalment system, institutions will continue to prepay realty taxes regardless of the discount offered.

A handwritten signature in cursive script, appearing to read "J. L. Hawthorn". The signature is written in dark ink and is positioned below the main body of text.

8(a)  
11:05  
a.m.

MUNICIPAL NON-PROFIT (HAMILTON) HOUSING CORPORATION

1 TO BE APPOINTED  
(for a term to expire 1991 November 30)

COMPOSITION	MEMBER WHOSE TERM OF OFFICE EXPIRES	TERM OF OFFICE
Mayor		
8 Members of City Council	Mrs. A. Kuszczak (resigned)	1991 November 30
6 Citizen Members		

APPLICANTS:

- 11:05 a) Ms. Susan Andrews, 112-200 Forest Avenue, Hamilton, L8N 4E6
- 11:10 b) Mr. Robert Coxon, 271 Fairfield Avenue, Hamilton, L8H 5H5
- 11:15 c) Mr. David Gerrie, 371 Upper Wentworth Street, Hamilton, L9A 4T4
- 11:20 d) Mr. Stan Jugovic, 47 Ottawa Street North, Hamilton, L8H 3Y8
- 11:25 e) Mr. Andrew Keith, 53-895 Upper Gage Avenue, Hamilton, L8V 4K7
- 11:30 f) Mr. Manfred Rudolph, 15 Bold Street, Hamilton, L8P 1T3

RECEIVED

*W. J. G. 2 10:00*

11:05

CITY CLERKS

200 Forest Ave. #112  
Hamilton, Ontario  
L8N 4E6  
April 27, 1990.

Mr. K.E. Avery  
City Clerk  
City Hall  
71 Main St. West  
Hamilton  
L8N 3T4

Dear Mr. Avery

I am writing you in regards to the notice I saw in the Hamilton Spectator April 21 1990, regarding the committee for non-profit housing.

As a registered Nurse I have virtually no experience in the field of housing. In the Emergency Department my only dealings was limited to looking for emergency shelter for the homeless or a family who has been burnt out.

Because of a disability I am now unable to work. In the summer of 1988 I began searching for a disabled unit. Fortunately I was able to find something and moved in to Corktown Co-operative Homes. At that time I became very aware of the need for not only non-profit housing, but the problems experienced by any one with special needs.

I was on the incorporating board and I am also the secretary of the board of directors. I am also on the membership committee. In this capacity I deal with people who desperately need housing on a daily basis.

Because of this experience I believe I am quite qualified to handle a position of this nature. I am unable to work and thus I have the time to give to the committee.

I would be more than happy to supply you with both professional references and references from Corktown Co-Operative Homes.

I can be reached at home at 523-7487.

Thank-you kindly for your time and consideration.

Your's Truly

*Susan Andrews R.N.*

SUSAN ANDREWS R.N.

RE- RESUME FOR HAMILTON HOUSING  
COMMITTEE MEMBER.

ROBER  
271 F,  
HAM

11:10

Dear Mr Overy

My name is Robert

I am 38 years young, happily married  
with 2 children 12 & 16 years. I  
am a steelworker at Dofasco with 19  
years service. I enjoy fishing,  
photography, and walking my dog.

I have lived in Hamilton all  
of my life in approx. 10 locations  
in all parts of the city.

I have lived in Hamilton  
housing projects almost my entire  
child and teen years with my  
4 brothers & sisters and single parent.

I know the people of Hamilton  
too because I use to drive taxi  
part time during the last 15 years



During the years of 1983, 84, 85 I lived at Greenhill Housing Co-op Co-op and served as recreation chairman. I was later elected to the board of Directors during 85. I was also a founding member of Hamilton Porter Co-operative Council. I have some knowledge of the Housing and tenant acts and I understand the problems and needs of Housing in Hamilton.

I feel I can help your council as a committee member. I work 12 hour shifts with a flexible timetable so please feel free to call me if any other questions arise. Or I could come and meet you at your convenience.

Yours Truly Rob Lane

5/. 11:15

MR. K. E. AVERY  
CITY CLERK, CITY HALL  
71 MAIN ST. W.  
HAMILTON, ONT.  
L8N 3T4.

RECEIVED

MAY 3 1990

CITY CLERKS

DEAR SIR:

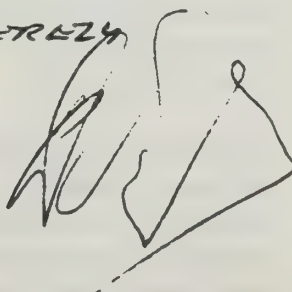
I SHOULD LIKE TO BE CONSIDERED AS A  
COMMITTEE MEMBER FOR YOUR 'MUNICIPAL NON-  
PROFIT HOUSING CORPORATION'.

HAVING HAD EXTENSIVE EXPERIENCE IN THE  
HOUSING SECTOR - BOTH THROUGH ADMINISTRATION  
AND MANAGEMENT, AND THROUGH CONSTRUCTION.

I FEEL I COULD CONTRIBUTE MY OWN EXPERTISE  
TO THE COMMITTEE SO AS TO BENEFIT THE  
GOALS OF THE NON-PROFIT HOUSING SECTOR.

LOOKING FORWARD TO HEARING FROM  
YOUR OFFICE I REMAIN.

SINCERELY

A stylized handwritten signature, possibly reading 'R. E. Avery', written in dark ink.



11:15

## DAVID M. GERRIE

371 Upper Wentworth Street  
Hamilton, Ontario L9A 4T4  
Telephone: (416) 388-6371

### RESUME

#### MARITAL STATUS

Married, one boy.

#### EDUCATION

1973/5 McMaster University, Bachelor of Arts,  
w/major, Political Science. Hamilton, Ontario.

1979 Institute of Real Estate Management,  
certification towards (CPM) Certified Property Manager, Chicago,  
Ill., (correspondence).

1980 Dale Carnegie, People Motivation, London, Ontario.

1981 Seneca College, Condominium Management, Level II,  
Toronto, Ontario.

#### EMPLOYMENT

Owner/Operator, Homespec Group Inc.  
Hamilton, Ontario.

Responsibilities included the inspection of industrial, commercial  
and residential properties for the resale market. Objective is to  
inform the purchaser to the soundness of the structural and  
mechanical quality of the building. To report both verbally and  
documentation of findings and submit.  
From 2/82 to Present (part time).

Construction Site Superintendent, Ironwood Construction  
Grimsby, Ontario.

Working site superintendent for various projects in Southern  
Ontario. Industrial/commercial builders. Both new & renovative  
projects, directing & coordinating staff and subs. Liaison with subs.,  
architects, public offices and owners. Payment approvals etc. Blds.  
from 5-150 k sq. ft.  
From 1/89 to 9/89

Construction Site Superintendent, Beatty-Hall Construction  
Hamilton, Ontario.

Industrial/commercial working superintendent on various local  
projects throughout the region both renovative and new. Directing &  
coordinating staff & subs. Dealing directly with owners, architects,  
developers, etc. Payment approvals, payroll, etc.  
From 6/86 to 1/89

**EMPLOYMENT  
(cont'd)**

**Site Foreman, T.A.G. Construction,  
Hamilton Modular Buildings Inc.**  
Hamilton, Ontario.

Duties included the management and supervision of various construction projects, including both new and renovative, purchasing, staff selection, payroll, blue print approval/preparation, liaison with architects, government agencies, owners, sub trade negotiations, payment approvals etc.

From 4/83 to 1/88

**President, International Systems Inc.**  
Hamilton, Ontario.

Responsibilities included the operation and management of various property management project in Southern Ontario, including corporate management/administration of 1.5 million square feet for industrial, commercial and residential accounts, H.V.A.C.E., payroll, accounts payable, receivable, corporate marketing, maintenance planning and scheduling, trade negotiations, leasing and construction management, drafting, etc.

From 5/69 to 6/80

**FUNCTIONAL  
PARTICIPATION**

1982 - I.A.P.A. Industrial Safety Course, Mohawk College,  
Hamilton, Ontario.

1981 - 1983 - Hamilton & Area Property Managers Association.

1980 - C.P.R. Course, Red Cross, London, Ontario.

**GOALS  
PROFESSIONAL**

To establish myself within a dynamic environment where personal growth may be recognized and exercised.

To be responsible for the administration and management of a committed organization.

**REFERENCES**

Available upon request.

REC 11:20

AF

CITY CLERKS

Mr. Stan Jugovic  
c/o 47 Ottawa Street, North  
Hamilton, Ontario  
L8H 3Y8

April 23, 1990

Mr. K.E. Avery  
City Clerk  
City Hall  
71 Main Street, West  
Hamilton, Ontario  
L8N 3T4

Dear Mr. Avery:

RE: MUNICIPAL NON-PROFIT (HAMILTON)  
HOUSING CORPORATION

I would like to be considered to sit on the above captioned Corporation.

I have been employed for the past 10 years as a Real Estate Sales Representative and I have been involved in the development of land.

I was a member of the Land Division Committee for Hamilton as well.

Awaiting your earliest reply, I remain.

Yours truly



STAN JUGOVIC

SJ/la

11:25

8951

Ham

E

Dear Sir:

In reply to your advertisement in the Hamilton Spectator for a member to serve on the Municipal Non-Profit (Hamilton) Housing Corporation I wish to apply for same.

I am a Senior Citizen and have free time to be on the committee.

I've had several people lately asking me about Affordable Housing and where to go to see about it.

I've had a lot of experience dealing with people and feel I would be an assistance to this Committee.

Yours truly  
Andrew Keith

Telephone No 389-9982



11:30  
Turkstra, Mazza Associates R E C E I V E

Lawyers

MAY 7 1990

Herman Turkstra Paul Douglas Mazza Murray Mazza  
Michael Nash Stephen Garrod Manfred Rudolph  
Joy Grahek John Cleworth Lawrence Seng Tat Wong  
Marcia Valiante Peter Pickfield James Richards

15 Dundas Street East  
Hamilton, Ontario Canada

CITY CLERKS

L8P 1T3

Counsel: David Melnik

(416) 529-3476 (LAW-FIRM)

Fax (416) 527-2294

April 30, 1990

The Corporation of the  
City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Attention: Mr. Keith Avery  
City Clerk

Dear Sir:

Re: Municipal Non-Profit (Hamilton) Housing  
Corporation Committee

I would like to submit my name as a candidate for the  
citizen's position on the above noted committee.

I have practised law in the City of Hamilton for the  
last seven years, devoting much of my practice to municipal and  
land use issues.

My practice has exposed me to political, economic,  
legal and to some degree, the social issues involved in housing  
and land use.

In addition to the exposure to these issues in my  
practice, I also sit on the development council of the local  
Homebuilders Association.

I submit my application in response to my desire to put  
something back into the community in which I reside and  
practise.

I am prepared to work with any mandate that the  
committee has, including a reactive approach to the issues,  
proactive efforts to lobby and change legislation affecting  
housing issues, or any combination thereof.

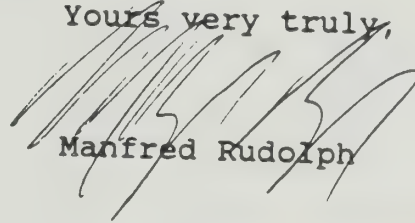
11:30

Turkstra, Mazza Associates

-2-

Thank you very much for your consideration. If you  
quire any further information, please do not hesitate to  
ontact me.

Yours very truly,

A handwritten signature in dark ink, appearing to be 'Manfred Rudolph', written over the typed name.

Manfred Rudolph

MR:su





FOR INFORMATION

8(b)  
11:35  
am

REPORT TO: Mr. J. Thompson, Secretary  
Finance & Administration Committee

FROM: Mr. D. K. Beattie  
Grants Co-ordinator

DATE: 1990 June 15  
COMM FILE:  
DEPT FILE:

SUBJECT: CONSIDERATION OF 1990 LATE GRANT REQUEST: HAMILTON FOLK ARTS  
HERITAGE COUNCIL

BACKGROUND:

At the meeting of November 14, 1989 City Council approved the recommendation of the Finance Committee which established a deadline for the 1990 General Grants as December 31, 1989. At the Finance Committee meeting November 7, 1989, the Committee agreed that applications received after that deadline would not be considered unless a Committee member requests consideration. The Committee further explained that consideration could only be given to these requests the General Grants for 1990 have been finalized.

With the concurrence of the Committee (a poll was taken of Committee members), the Hamilton Folk Arts Heritage Council is requesting \$30,000 to offset the costs of operating It's Your Festival June 30, 1990 to July 2, 1990 at Gage Park. Note that the Council, is under new management and that prior years' principal Council member is no longer involved with the organization.

Attached, should the Committee agree to consider this request is a copy of the application.

For the information of the Committee, to date the Grants budget is in a position of a \$40,000 approved overdraft. There are no other sources of funds to fund any additional grants.

D. Kevin Beattie

Att'd.

THE CORPORATION OF THE CITY OF HAMILTON

GENERAL GRANT APPLICATION

Page 1  
(Rev. 11/89)

Each organization applying for a grant is required to complete this form annually and forward same to Mr. D. K. Beattie, Grants Co-ordinator, Treasury Department, City Hall, 71 Main Street West, Hamilton, L8N 3T4 (telephone 546-2739), together with their supporting information indicated.

THE DEADLINE FOR SUBMISSION IS DECEMBER 31.

THE GRANTING OF ASSISTANCE IN ANY ONE YEAR OR OVER SEVERAL YEARS IS NOT TO BE INTERPRETED AS A COMMITMENT TO FUTURE YEARS' FUNDING.

In the event that more space is required in replying to any question, please use a supplementary sheet and attach to the application.

A. NAME, ADDRESS AND TELEPHONE NUMBER OF ORGANIZATION:

Hamilton Folk Arts Heritage Council  
P. O. Box 2040 Hamilton, Ontario L8N 3T4  
telephone c/o (416) 529-3760

LIAISON PERSON Harnald Toomsalu PHONE NO. (416) 529-3760

B. AMOUNT OF GRANT REQUEST: \$ 30000.00

C. PURPOSE OF GRANT: (Indicate)

       CONTINUING GENERAL ACTIVITIES (OPERATING)  
       CAPITAL  
XXX ONE TIME - SPECIFIC PURPOSE

D. IF OPERATING GRANT, CALCULATE THE CITY'S CONTRIBUTION AS A PERCENTAGE OF YOUR TOTAL OPERATING BUDGET:

	<u>AMOUNT</u>	<u>%</u>
- OPERATING BUDGET - NOT INCLUDING GRANT REQUEST.....	\$ 31760.00	52
- CITY'S CONTRIBUTION (GRANT REQUEST).....	\$ 30000.00	48
 TOTAL OPERATING BUDGET	 \$ 61760.00	 100%

NOTE: In most cases the approved grant may be limited to a maximum of 25% of the total operating budget after the initial grant year. The total operating budget must include any relevant charges for City property rentals and cost recovery of services.

FOR CITY USE ONLY

RECOMMENDATION

1) GRANTS REVIEW GROUP		2) FINANCE AND ADMIN- ISTRATIVE COMMITTEE		3) APPEAL		4) CITY COUNCIL	
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CATEGORY _____	CATEGORY _____	CATEGORY _____	CATEGORY _____	CATEGORY _____	CATEGORY _____	CATEGORY _____	CATEGORY _____
DATE _____	DATE _____	DATE _____	DATE _____	DATE _____	DATE _____	DATE _____	DATE _____

GRANT PAYMENT

- UPON CITY COUNCIL APPROVAL	\$ _____	_____ / _____	(date/cheque #)
- OTHER DATE OR INSTALMENTS	\$ _____	_____ / _____	
	\$ _____	_____ / _____	
	\$ _____	_____ / _____	

THE CORPORATION OF THE CITY OF HAMILTON

GENERAL GRANT APPLICATION

Page 2  
(Rev. 11/89)

1. Provide a brief history of your organization (Constitution, Charter, By-laws) and indicate if it is incorporated as a non-profit or charitable organization. (NOTE: That to be eligible for a grant applicants must be in operation for at least one year.)

Hamilton Folk Arts Heritage Council (formerly Hamilton Folk Arts Council) has been in existence since 1968. It is governed by the Constitution, adapted in 1973. H. F. A. H. C. is incorporated and registered with the Ontario Corporation No. 493370, as a nonprofit making organisation.

2. What are the general objectives and/or services of your organization?

Furthering ethnic folkart forms, holding seminars, workshops, staging multicultural shows and festivals. Promoting inter-action between different ethnic cultures and cultural groups.

3. Is there a local organization that provides similar services to those stated above. If yes, how are your services different from this other organization?

Yes. Multicultural Centre- however, this organization does not provide festivals.

THE CORPORATION OF THE CITY OF HAMILTON

GENERAL GRANT APPLICATION

Page 3  
(Rev. 11/89)

4. Do volunteers participate in your program?

No      Yes XX If yes, please indicate number and type of involvement.

The entire Executive and Board of directors of H.F.A.H.C. numbering to 15 at present (full Board strength is 25). Also all workers from ethnic communities, connected with the Festival, are volunteers. Total number might exceed 400.

5. Is your organization local in nature or is it a branch or segment of a provincial or national organization?

Local organization,. Affiliated with Ontario and Canadian Folk Art Councils.

6. Does your organization provide a service to:

(a) All citizens XXX

(b) A specific group     

(c) A specific area     

Describe briefly: Cultural interacting

7. In what geographical area does your organization operate?

Hamilton and District



THE CORPORATION OF THE CITY OF HAMILTON

GENERAL GRANT APPLICATION

Page 4

-(Rev. 11/89)

8. For what purpose are the requested grant funds to be utilized within your organization? Be specific.

To help to finance "IT'S YOUR FESTIVAL", held in Hamilton Gage Park, on June 30th and July 1st and 2nd.

9. For what reason does your organization merit the use of public funds for the purpose indicated above?

to offset cost of multicultural development and recognition

10. a) Has the organization requested financial assistance in the last twelve months from other organizations, e.g. federal, Provincial, or Municipal Governments, Private Corporations, Foundations, etc? YES \_\_\_\_\_ NO \_\_\_\_\_

Planning to submit

If Yes, complete the following:

<u>Date of</u> <u>Application</u>	<u>From Whom</u> <u>Requested</u>	<u>Amount</u> <u>Requested</u>	<u>Approved or</u> <u>Denied Amount</u>
	Ontario Ministry of Citizenship		

NOTE: YOU ARE ADVISED THAT CONSIDERATION WILL NOT BE GIVEN TO AN APPLICATION FOR FINANCIAL ASSISTANCE IF A SIMILAR APPLICATION HAS ALSO BEEN SUBMITTED TO THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH AND/OR AN ORGANIZATION THAT RECEIVES A SUBSIDIZED RENTAL RATE FOR USE OF A FACILITY OR FACILITIES UNDER THE JURISDICTION OF THE HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

- b) Are any funds outlined above conditional upon City assistance. If yes, what are the ramifications of the City denying a Grant?

The organizer (Hamilton Folk Arts Heritage Council) will suffer, the Festival and the public will suffer. Also the City will suffer, because the Festival will loose its appeal and thus on money will be spent, goods sold and jobs created.

11. What other steps are being taken to increase revenues? Examples should be given such as increasing your membership or admission fees.

There can not be an admission fee in the City park. Even with the increased participation, the expenses also increase, thus leaving the Festival still in financial bind.



## GENERAL GRANT APPLICATION

(Rev. 11/89)

12. Does this organization provide a service for which a charge is made? Some examples are admission fees, membership fees and rental charges. If answer is "yes", give details.

No

13. Have you received funding from the City in prior years? If so, when and how much?

<u>Year</u>	<u>Requested Amount</u>	<u>Approved Amount</u>
<u>1989</u>	\$ <u>                    </u>	\$ <u>                    </u>
<u>1988</u>	\$ <u>                    </u>	\$ <u>                    </u>
<u>1987</u>	\$ <u>                    </u>	\$ <u>                    </u>
<u>1986</u>	\$ <u>                    </u>	\$ <u>                    </u>

14. What are your estimated grant requests from the City of Hamilton for the next three years (exclusive of the present grant application year)?

<u>Year</u>	<u>Amount</u>
<u>1991</u>	\$ <u>40000.00</u>
<u>1992</u>	\$ <u>40000.00</u>
<u>1993</u>	\$ <u>40000.00</u>

THE GRANTING OF ASSISTANCE IN ANY ONE YEAR OR OVER SEVERAL YEARS IS NOT TO BE INTERPRETED AS A COMMITMENT TO FUTURE YEARS' FUNDING.

NOTE: An organization receiving a grant will NOT automatically qualify for continuing funding, and will be subject to annual evaluation.

15. What are the consequences to your organization of receiving no funding from the City of Hamilton?

There will not be a 21st "IT'S YOUR FESTIVAL" in Hamilton.  
Probably the HAMILTON FOLK ARTS HERITAGE COUNCIL also ceases to exists.

THE CORPORATION OF THE CITY OF HAMILTON

GENERAL GRANT APPLICATION

Page 6  
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16. Will your organization ever be self-supporting? If yes, when?

The organisation can be selfsupporting, but not the "IT'S YOUR DAY FESTIVAL". The income from that is only a fraction of the total cost. We do not want to go back to the "fleamarket" format, to get additional revenue. It does not fit with the concept of multicultural ethnic festival.

If no, how will your service be continued if financial assistance is terminated in the future by the City?

As stated before, there will not be any more Festivals, organized by HAMILTON FOLK ARTS HERITAGE COUNCIL.

17. Would your organization agree, subject to your availability and if requested by the City, to perform or otherwise provide your services at public functions or events, free of charge?

18. List the Executive Officers of your organization.

<u>Name and Title</u>	<u>Address</u>	<u>Telephone Number</u>	
		<u>Business</u>	<u>Home</u>
Harnald Toomsalu - President	47 Mountain Ave. Hamilton, L8P 4E8	(416) 529-3760	
Lloyd Turner - Vice-President	43 Honeywell Drive Hamilton, L8E 1L8	(416) 561-4556	
John Kielbasa -Vice-President	306 Pottruff Road N. Hamilton, L8H 2M4	(416) 560-0882	(416) 547-5035
Nick Durlov Vice-President	38 Carriage Gate Drive Hamilton, L8V 5AR	(416) 389-0207	
Joe Vlachos Secretary	R.R. 1 Caledonia, Ont. NOA 1A0	(416) 765-4571	
Adolf Ruso Treasurer	98 Sanford Ave. S. Hamilton, L8M 2G8	(416) 525-7120	

Continues on attached

Executive Officers Continues:

Vera Papadopoulos Program Director	153 Sherman Ave. S. (416) 544-5574 Hamilton, L8M 2R1
Marcella Fontaine Member	1086 Upper Sherman Ave. (416) 387-5112 Hamilton, L8V 4R9
Ron Chan Member	157 Albion Falls Blvd. (416) 575-1272 Hamilton, L8W 1X4

THE CORPORATION OF THE CITY OF HAMILTON

GENERAL GRANT APPLICATION

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(Rev. 11/89)

19. To complete this application please provide financial statements (balance sheets and statement of revenues and expenditures) for the latest fiscal year end. In addition please provide an operating budget for the fiscal year end that is applicable to this grant request. To assist you in presenting this information are the attached forms: Exhibit 1 - Balance Sheet; Exhibit 2 - Statement of Revenues and Expenditures; Exhibit 3 - Details of Salaries and Benefits.

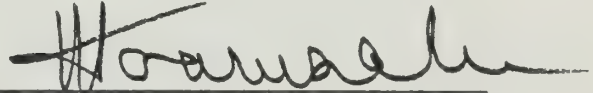
12th of June 1990

Date

Harnald Toomsalu

President

Name and Title of Officer Making  
Application



Signature of Officer Making  
Application

(416) 529-3760

Telephone Number

THE DEADLINE FOR SUBMISSION IS DECEMBER 31

THE CORPORATION OF THE CITY OF HAMILTON  
GENERAL GRANT APPLICATION

Exhibit 1  
(11/89)

Balance Sheet  
(all amounts to nearest dollar)

Fiscal Year Ended	
Current Year	Preceding Year
1990	1989

Assets

Bank as of June 11th 1990 see attached \$ 1098.  
Accounts Receivable from the City of Ham. ?  
Investments  
Prepaid Expenses  
Equipment (net of depreciation)  
Building (net of depreciation)  
Other Assets - please specify

Total Assets

\$ 1098.

Liabilities

Accounts Payable "YOUR FESTIVAL" 1989 \$ 7067.  
Bank Loan  
Deferred Revenue  
Other Liabilities - please specify Administr. 2232.

Total Liabilities

\$ 9399.

\$ 9399.

Surplus

Total Liabilities and Surplus

(\$ 8301.)

See attached documentation, received from C. D. Banting on  
June 12th 1990

THE CORPORATION OF THE CITY OF HAMILTON  
GENERAL GRANT APPLICATION

Exhibit 2  
(11/89)

STATEMENT OF REVENUES AND EXPENDITURES  
(all amounts to nearest dollar)

<u>Description</u> (1)	<u>Fiscal Year Ended</u>		Increase+ Decrease- over Preceding Fiscal Year	
	<u>Current Year</u> 19____ (2)	<u>Preceding Year</u> 19____ (3)	<u>Amount</u> (4)	<u>%</u> (5)
REVENUES				
Income (Specify)				
GRANT RECEIPTS				
Government of Canada				
Government of Ontario				
Other Municipalities				
(Specify)				
United Way Grants				
OTHER (Specify)				
TOTAL REVENUES	_____	_____	_____	_____
	_____	_____	_____	_____
EXPENDITURES				
Salaries and Benefits				
(detail on Exhibit 3)				
Other (Specify)				
TOTAL EXPENDITURES	_____	_____	_____	_____
	_____	_____	_____	_____
SURPLUS OR (DEFICIT)	=====	=====	=====	=====



THE CORPORATION OF THE CITY OF HAMILTON  
GENERAL GRANT APPLICATION

Exhibit 3  
(11/89)

DETAILS OF SALARIES AND BENEFITS  
(as listed on Exhibit 2)

<u>Name and Position</u> (1)	<u>Fiscal Year Ended</u>		Increase+ Decrease- over Preceding Fiscal Year	
	<u>Current Year</u> 19 (2)	<u>Preceding Year</u> 19 (3)	<u>Amount</u> (4)	<u>%</u> (5)

TOTAL SALARIES AND  
BENEFITS  
per Exhibit 2

_____	_____	_____	_____
=====	=====	=====	=====

Hamilton Folk Arts Heritage Council

BALANCE SHEET

As of June 11, 1990

ASSETS

ACCOUNTS RECEIVABLE (City of Hamilton)	\$ 3150.
Cash on hand (Bank Balance)	1073.
	<hr/> 4223.

LIABILITIES

ACCOUNTS PAYABLE:

Complete Rent-Alls	4165.
Bell Canada (Contract Cancel) and service	2232.
Cipolla, Bartens & Monachino (C.A.)	1100.
Columbia Golf Car Co.	972.
CHAM Radio	414.
Hamilton This Month	287.
C. E. Hickey & Sons	149.
MacIntyre Electric	30.
	<hr/> 9399.
Deficit	<hr/> (5171.) <hr/>



THE ROYAL BANK  
OF CANADA

Delta Branch  
1107 Main Street East  
Hamilton, Ontario  
L8M 1N7

Transit 01902  
(416) 549-3578

June 11, 1990

TO WHOM IT MAY CONCERN

RE: Hamilton Folk Arts Heritage Council  
Account # 108-229-6

Please be advised that the balance outstanding  
in the above noted account as of today's date  
is \$1,098.36, and is in a credit position.

Trusting this to be satisfactory.

Yours truly,

C. Shaver,  
Manager, Personal Banking

# Hamilton Folk Arts Heritage Council



P.O. BOX 2040. HAMILTON, ONTARIO L8N 3T4

Proposed (final) BUDGET for  
IT'S YOUR FESTIVAL" 1990.  
held in Gage Park, on June 30et and July 1st and 2nd.

## Anticipated revenues.

Participating "villages" (8) entry fee @ \$ 500.00 per day	\$ 12000.00
Arts and Crafts (25 entries) entry fee 50.00 per day	3750.00
Other vendors	2500.00
Parking	10000.00
Total revenue	\$ 28750.00

## Expenditures.

Rentals: tents (8)	@ \$ 870.00	\$ 7260.00	
tables 8' (60)	21.00	1260.00	
card tables (70)	9.00	630.00	
chairs (300)	2.70	810.00	\$ 9960.00
portable toilets		\$ 2400.00	
stage		2000.00	
trailer for office (2)	400.00	800.00	
golf carts (4)	100.00	400.00	
sound system		1500.00	
fire extinguishers (12)		200.00	\$ 7300.00

## Other expenses.

Park cleanup	\$ 8000.00	
Parking attendants fees	4000.00	
Administration (office expenses)	2000.00	
Liability insurance	900.00	
Emergency lighting	1000.00	
Performers honorarium	6000.00	
Hired help	600.00	
Miscellaneous honorariums	5000.00	
Miscellaneous (security, St John amb.)	2500.00	\$ 30000.00

Total expenditure \$ 47260.00

Expenditure in excess of revenue \$ (18510.00)

H.F.A.H.C. required operating funds for 1990 14500.00

Total required assistance \$ 33010.00  
=====

Prepared by Harnald Toomsalu  
June 5th 1990

NOTE. All quoted prices are taken over the telephone, due to the shortage of time for preparing the Festival.



10(a)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: S. J. Dembe, Manager  
Licence Division

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

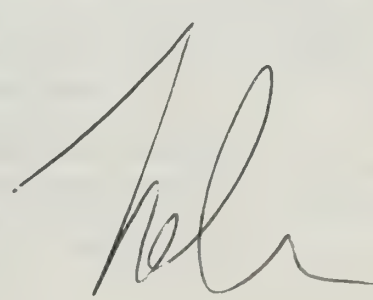
SUBJECT: Sale of Tobacco To Minors

RECOMMENDATION:

That the Licence Division and City Solicitor's Department be directed to examine the feasibility of re-enacting a Tobacco Licensing By-law or Regulatory By-law for the purpose of controlling the sale of tobacco products to minors.

FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

N/A



BACKGROUND

The attached correspondence from the Hamilton-Wentworth Interagency Council on Smoking and Health requests that consideration be given to prohibit the sale of tobacco products to minors. The Federal Tobacco Restraintment Act (1908) prohibits the sale of cigarettes etc. to persons under 16 years of age, however, there has never been a conviction under the Act, which provides for fines up to \$4.00. The Interagency Council believes that it is also necessary to provide for local regulation in this regard.

While there is authority under the Municipal Act to licence and regulate Tobacco Shops, City Council in adopting 79-248 repealed the by-law respecting this requirement.



# HWICSH

## Hamilton-Wentworth Interagency Council on Smoking and Health

123 Woodview Crescent, Ancaster, Ontario, L9G 1E8

April 18, 1990

### Members

Canadian Cancer Society  
City of Hamilton  
Early Childhood Education Association  
Girl Guides of Canada  
Hamilton Academy of Medicine  
Hamilton Association of Pharmacists  
Hamilton Board of Education  
Hamilton Occupational Health Nurses' Association  
Hamilton-Wentworth Non-Smokers' Rights Association  
Hamilton-Wentworth Department of Health Services  
Hamilton-Wentworth Roman Catholic School Board  
Hamilton Health Sciences Public Relations Group  
Heart and Stroke Foundation  
Lung Association  
McMaster University  
Region of Hamilton-Wentworth  
Wentworth County Board of Education  
YWCA

Alderman Brian Hinkley  
Chairman, Finance and Administration Committee  
Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario, L8P 1H4

### Re: Sale of Tobacco to Minors and Public Places By-Law 80-258

Dear Mr. Hinkley:

On April 2, 1990, a letter was sent to you concerning the sale of tobacco to minors. Also, on the same date, a second letter to you addressed the subject of Public Places By-Law 80-258.

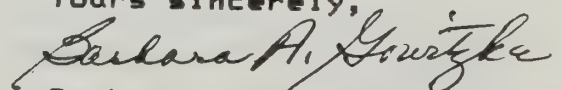
The urgency of these matters must be brought to the attention of yourself and other aldermen including members of the Finance and Administration Committee.

How big a problem is tobacco compared to other "drugs" and other potentially lethal risks? It is appropriate to paraphrase from the Children and Tobacco Fact Sheet #3, written by Dr. Don Wigle, Chief of Disease Surveillance and Risk Assessment, Health Protection Branch, Health and Welfare Canada:

At current death rates, for every 100,000 smokers now age 15 (boys and girls), the following deaths will occur before they reach age 70: car accidents - 1200, suicide - 900, murder - 130, AIDS - 70, drug abuse - 10, smoking tobacco - 18,000!!! That's almost eight times the total number of deaths due to car accidents, suicide, murder, AIDS and drug abuse combined!

Please confirm the date, time and place when we may meet with the Finance and Administration Committee.

Yours sincerely,



Barbara A. Gowitzke, Ph.D.  
Chairperson

cc: Mayor Bob Morrow, Mr. David Christopherson,  
Mrs. Mary Kiss, Mr. Vince Agro, Mr. Don Ross,  
Mrs. Geraldine Copps, Mr. Dominic Agostino,  
Mr. Tom Jackson, Mr. Terry Cooke, Mr. John  
Gallagher, Mr. John Thompson, Mr. Lloyd Staley,  
✓ Mr. Steve Denby, Ms. Lian Lawrence

AGENCY COUNCIL ON SMOKING AND HEALTH

123 Woodview Crescent  
Ancaster, Ontario L9G 1E8

Alderman Brian Hinkley  
Chairman, Finance and Administration Committee  
Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario, L8P 1H4

Dear Mr. Hinkley:

Re: Sale of Tobacco to Minors

In April 1989, a delegation of our members, led by Mrs. Anne Washington, former Chairman of this Council, raised the important matter of the regulations with respect to the sale of tobacco to minors. In June 1989, a delegation led by Dr. Michael Goodyear, made a presentation to the Legislation Committee on this important topic. Those accompanying him were:

Mrs. Anne Washington, The Lung Association  
Mr. Brian Reid, Chairman of Non-Smokers Rights Asso.  
Ms. Vicky Woodcox, Department of Public Health  
Mr. Peter Hill, Health Science Public Relations Group  
for Hamilton Civic Hospitals  
Mrs. Peggy Hunter, Principal of St. Patrick's School  
Master Scott Corkill, Student

Alderman Mary Kiss moved that the Legislation Committee receive input on this topic from the Solicitor's Office and others, after which the topic would be addressed again. Her motion carried. As of this date, we have had no response to our presentations.

We are aware that the Committee structure has changed and that the former Legislation Committee, which was responsible for such matters in 1989, has been superceded by the present Finance and Administration Committee. We would greatly appreciate your responding to our recommendations.

Yours sincerely,

cc: Mayor Bob Morrow  
Alderman David Christopherson  
Alderman Mary Kiss  
Alderman Vince Agro  
Alderman Don Ross  
Alderman Terry Cooke  
Alderman Geraldine Copps  
Alderman Dominic Agostino  
Alderman Tom Jackson  
Alderman John Gallagher  
Mr. Lloyd Staley

Barbara A Gowitzke, Ph.D.  
Chairperson



10(b)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration

FROM: S. J. Dembe, Manager  
Licence Division

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE:

SUBJECT: Licensing of Tow Trucks

RECOMMENDATION:

- (1) That the Licence Division with the assistance of the City Solicitor's Department be directed to examine the feasibility of licensing and regulating the Tow Truck Industry,
- (2) That staff be given authority to meet with representatives of the industry to discuss all aspects of the problem,
- (3) That a report along with a draft by-law be submitted to the August/September meeting of the Committee.

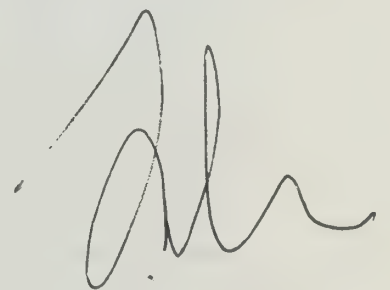
FINANCIAL IMPLICATIONS (IF NONE, STATE N/A)

N/A

BACKGROUND

Attached is a letter from the Hamilton District Autobody Repair Association together with letters from various insurance companies. The Association is requesting that the City of Hamilton examine the feasibility of licensing and regulating their industry. This issue has been dealt with in some depth by the Hamilton-Wentworth Police Commission and relates to "bandit" tow truck operations and resultant problems at accident scenes. There are also concerns of unfair business practices and increased costs to the consumer related to insurance premiums and repair costs.

There is consideration being given to amendments to the City and Regional Streets By-laws to prohibit tow trucks being within 200 metres of an accident scene. Before these by-law amendments are to be considered, it has been suggested that Licensing Staff along with legal representatives will be meeting with the appropriate Traffic Department personnel to co-ordinate this report.







P.O. BOX 9 — HANNON  
ONTARIO L0R 1P0  
TELEPHONE (416) 388-6014

JUNE 8, 1990.

City Hall  
Hamilton, Ontario  
Attn: Mr. John Thompson  
Secretary, Finance & Administration Committee

RE: Legislation to Eliminate "Bandit Towing"

The Hamilton and District Autobody Repair Association represents 42 repair shops in the Hamilton-Wentworth area. Our organization has been operative for eight years and acts for the mutual benefit of our members in regard to educational and legislative matters as they affect our industry.

A major concern to our membership at this time is the practice of "bandit" towing and solicitation of repair business at the scene of an accident. The term "bandit" towing refers to a tow truck appearing at an accident scene, generally by means of intercepting a police radio communication relative to the police investigation of the accident, and attempting to sell the involved parties a towing service and collision repair service. The sale of the towing service at the scene is actually a "loss leader" type of sale to enable the "bandit" to sell the autobody repair to a collision shop. The commission relative to the collision repair is 10-15% of the total cost of repair. There is also evidence of excessive towing charges by these "bandits" in situations where the collision repair has gone to other than a commission paying repair shop.

The Highway Traffic Act does make "bandit towing" illegal but only on the highways, therefore, city streets are not covered and enforcement of any particular current legislation is either difficult or impossible.

Our Association believes that the practice of "bandit towing" should be declared illegal and covered by statute for the following reasons:

- (i) The citizen/consumer involved in an accident is generally in a state of distress and should not be coerced into making decisions that can be delayed, i.e. repairs.

- (ii) An accident scene is generally a potentially dangerous area and unnecessary traffic or confusion i.e. "bandit" trucks, etc., only increase the possibilities of further incidents.
- (iii) Unfair business practices occur in that current ethical repair shops do not get involved in "bandit" activities for reasons stipulated in this letter, but they are being deprived of work which would normally end up in their shops. A chaotic situation would result if every repair shop and towing agency in the region set up "bandit" units. A potentially violent confrontational scene could occur if competing "bandit" trucks were at an accident scene.
- (iv) There would be increasing costs to the consumer through insurance premiums and repair costs if the current situation were allowed to continue.
- (v) If the region were to be open "bandit" country, local tax paying towing agencies and repair shops could find work being removed from our municipalities to other areas.



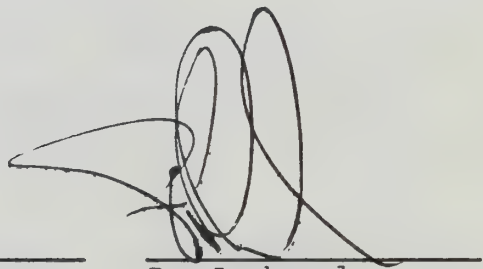
The current authorized towing system in Hamilton-Wentworth is effective and fair. Towing firms are authorized by the Hamilton-Wentworth Police Commission for certain districts and respond to accident scenes only when directed by police at fixed rates or remuneration. The damaged vehicles are towed to authorized compounds where owners and/or insurance companies decide on repair procedures. All repair shops have access to towing compounds under the present system, whereas when a "bandit" firm picks up a car, access to and release of the vehicle is difficult or impossible. The owner is protected under the current scheme, when towed by an authorized firm, in that, police records of the destination of the vehicle are kept.

Our Association, feels that legislation is required to eliminate the "bandit" situation from the Hamilton-Wentworth area so that the motoring public and local businesses are protected. We would propose that any tow truck operating in the region be licensed similar to taxi cabs. This would be akin to a Carters type permit. Operators would have to meet uniform requirements such as specifications for equipment, insurance, appearance, etc. Rates could be established according to general industry standards. Obviously, one of the major stipulations would be that solicitation of the motorist at an accident scene would be prohibited. A suitable fee for the operating permit would be charged and enforcement would follow the usual course. The enactment of such legislation would protect local businesses and eliminate our present problem with the "bandits".



Our Association would be more than willing to organize a towing and repair shop committee to assist in any way with the aforementioned proposal. We respectfully urge the necessary legislative bodies to act quickly and decisively.

We are attaching letters from insurance companies expressing their concern in regard to the "bandit" towing situation.

  
\_\_\_\_\_  
Ed Cummings  
President, HARA  
\_\_\_\_\_  
Sam Mercanti  
Ontario Auto  
Collision  
\_\_\_\_\_  
Ron Lockwood  
Lockwood Motors

c.c. Alderman Henry Merling  
Alderman Tom Murray  
Alderman Brian Hinkley  
Alderman David Christopherson  
Police Chief Colin Millar  
Traffic S/Sgt. W. Martin  
Manager, Licencing Division, Steve Dembe

EC:mfc



P.O. BOX 9 — HANNON  
ONTARIO L0R 1P0  
TELEPHONE (416) 388-6014

*June 8/90*

*General Meeting of June 7/90 at Viscas' Restaurant.*

*41 Member Shops in Attendance.*

*Secret Ballot Vote Results 35 in favour of amendment to constitution versus 4 against.*

*Amendment as follows passed;*


*The practice of direct or indirect solicitation by a member shop, at the scene of a motor vehicle accident, for the purposes of obtaining auto body repair work and/or towing is unethical and contrary to section "C", of the objects of this Association. The soliciting member shop would be subject to expulsion from the Association under sections 8-08 and 8-09 of the by-laws.*

*Signed*

*E. C. Cummings*

*President*

*June 8/90*

ZURICH  CANADA

## ZURICH INDEMNITY COMPANY OF CANADA

MEMBER OF THE WORLDWIDE ZURICH INSURANCE ORGANIZATION

June 1, 1990

**Robert L. Gutwein**  
Manager  
Property-Casualty Claim  
HAMILTON OFFICE

To Whom It May Concern:

I have moved into the Hamilton area in 1988. I come from an area where towing after an accident was tightly controlled, in fact, to the point where the city had a contract with a company who could service their needs. This provided the individual in the accident service and allowed that person to contact his insurer and then make an informed choice of repairer. Rates were negotiated, monitored and no one was ripped off.

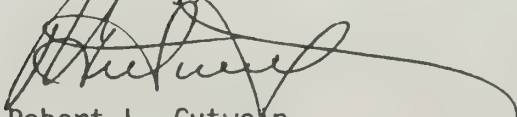
Here in Hamilton, I see the potential for great abuse in the system as it now operates. We want our clients to have an opportunity to make an informed choice of a repair shop with guarantees and qualifications which will result in a proper repair. We don't want our clients taken advantage of and we don't want to pay excessive towing or storage charges that result from our insureds being tricked and later wanting to change shops.

Some "chasing" tow operators may represent only a few repairers and are paid a fee for bringing in a damaged auto. Free choice is removed.

I believe this situation is very explosive. Unless controlled, the potential for violence at an accident scene can exist, as two or more "chasing" truck operators fight for control of the damaged auto.

This situation is serious. We support any action to licence or strictly monitor the towing firms operating in this area. Our concern is that the general population of Hamilton have their rights protected.

Yours truly,



Robert L. Gutwein  
Manager

RLG:ka



The  
**DOMINION OF CANADA**  
Group

THE DOMINION OF CANADA GENERAL INSURANCE COMPANY

with the following divisions

THE CANADIAN INDEMNITY COMPANY  
THE CASUALTY COMPANY OF CANADA

HAMILTON-NIAGARA BRANCH OFFICE  
STELCO TOWER, NINTH FLOOR  
100 KING STREET WEST, HAMILTON, ONTARIO L8P 1A2  
TELEPHONE: (415) 527-2946

B. G. HARES, A.I.C.  
MANAGER

June 1, 1990

To Whom It May Concern:

We were asked to comment as to whether we had any problems with regards to the "towing" situation in Hamilton-Wentworth.

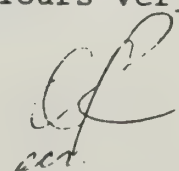
The writer has run into numerous incidents where we felt the towing operations and their charges were in fact a "rip-off."

Our insureds tell us tales of being pressured to allow their vehicles to be taken to locations other than where they themselves wanted the vehicle to go. In one instance when they insisted and it was finally delivered to their repair shop, the towing charges were unfairly inflated. It appears that some repair shops are cooperating with some tow truck operators and providing a drop-off charge. Unfortunately, we are aware that this situation has prevailed in Toronto for a number of years, but it is only in the last year or two that we noticed an increase in these practices in the Hamilton area.

We would prefer to see a controlled environment where tow truck operators are licensed, and where police towing is done in a controlled manner by rotation, and the individual being secure in the knowledge that the licensed operator is not going to overcharge or attempt to unduly influence where they want the vehicle taken.

Anything that either the police commission or the police department in Hamilton-Wentworth are able to do to provide some controls in this area would be greatly appreciated by our company and by the insurance industry and the public in general. If we can be of any assistance in this matter, we are prepared to get involved as far as supplying statistics or anything else that is required.

Yours very truly,

  
N. B. Andreychuk, F.I.I.C.  
Manager, Claims Department  
Hamilton-Niagara Branch

NBA:dr



June 1, 1990.

To Whom it May Concern

This letter is written with regard to the concerns which we have for a very serious potential problem in the matter of Tow Trucks soliciting at accident scenes. We see the possibility for two problems.

One quite simply is the probability of individuals faced with the distress of being involved in an accident giving an authorization to have their vehicles repaired without having the opportunity to weigh their alternatives and choose the repairer intelligently. The "chasing trucks" usually represent one or a few repairers and the public are not allowed an open choice. Often victims have thought that they were signing for the tow when in fact they were authorizing repair.

Secondly in most instances the tow trucks are paid a commission or drop charge by the repairer of as much as 15% of the estimated cost. This amount being paid from net profits can only lead to consumers being overcharged or alternatively shortchanged in the repairs which they receive.

The Mississauga and Metro Toronto areas now suffer from this problem in epidemic portions and it is a considered fact that the motoring public are being ripped off freely in those areas. The public must pay for these activities in one way or the other.

We support any action to licence or scrutinize the towing firms operating in this area.

Yours very truly



A. Blake Calder



P.O. Box 308, One James Street South, Hamilton, Ontario L8N 3C8 - (416) 525-1812  
Fax (416) 528-6799

June 1, 1990

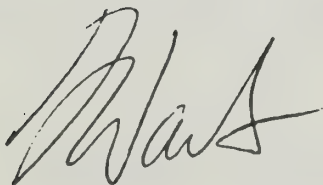
To whom it may concern:

The issue of tow truck drivers soliciting business at accident scenes is a problem that has grown to serious proportions.

An investigation of this very questionable practice should be launched without delay.

We support such an investigation to the fullest extent.

Yours truly,



Don Waites  
Director of Claims





June 7, 1990

City Of Hamilton  
City Hall  
71 Main St. W.  
Hamilton, Ontario  
L8P 1H4

Att: Steve Dembe - Licensing Director

Re: Towing & Storage Contracts  
Toronto District  
Hamilton District  
Mississauga District

To Whom It May Concern:

Many concerned Professional Businessmen, Insurance Companies and Consumers have brought to our attention a problem existing in some of the above mentioned areas with respect to Towing and Storage charges.

It appears that there are operators of Towing Companies and or individual operators who are scalping the Collision Repair Industry the Insurance Industry and in turn the consumer by charging outrageous amounts for towing a vehicle from the scene of an accident to where it is finally dropped for repairs.

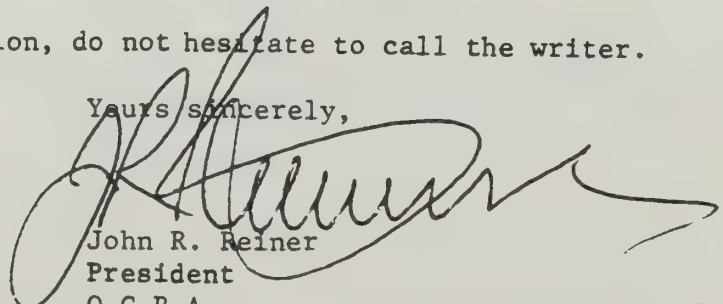
This practice is of extreme concern to us as it reflects on the integrity of our industry. Not only does it effect the cost of repairs and insurance premiums, but has caused much hardship to customers who are caught in the web, when they already have a problem because of their accident.

Many cities handle their towing contract on a bid basis and the successful bidder must have a proper facility for storage, ample vehicles and competent staff. The problems could be further reduced when the towing contractor has no Body Repair Facility and the option of where the vehicle is repaired is the owner's choice.

We appeal to your sense of Responsible Government and ask that the parties accountable for the Towing & Storage Contracts in your Communities make every effort to clean up a disgraceful situation.

If you require further information, do not hesitate to call the writer.

Yours sincerely,

  
John R. Reiner  
President  
O.C.R.A.  
519-258-4717

JRR:cp  
c.c.- City Of Hamilton, Chief of Police

*"The Collision Repair Professionals"*

FOR INFORMATION

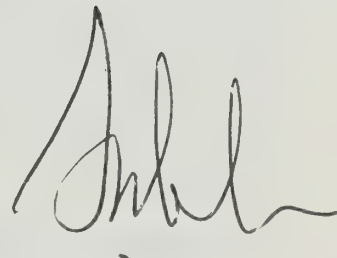
10(c)

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: S. J. Dembe, Manager  
Licence Division

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE:

SUBJECT: Flower Vendors

A handwritten signature in dark ink, appearing to be 'S. J. Dembe', is written over the signature line.

BACKGROUND:

At the request of Alderman G. Copps, the attached report from the licence inspectors which covers inspections related to flower sales on the Easter weekend, April 13-15, 1990, is submitted for the Committee's information. No inspectors were assigned on Mother's Day due to the generally good report covering the Easter weekend as it related to any breaches of the Licence By-law.

Encl.

# MEMORANDUM • CITY OF HAMILTON

TO : Steve Dembe  
Manager, Licence Division

YOUR FILE:

FROM : Douglas Rose  
Licence Inspector

OUR FILE :

SUBJECT : Flower Vendors - Easter Weekend DATE : May 7, 1990

Inspectors Good, Stevenson and myself made routine checks of all flower vendors working the Easter weekend. Inspections were made on Good Friday April 13 and on Easter Sunday April 15. Approximately 124 locations were inspected - 74 on Good Friday and 50 on Easter Sunday.

The following is an approximate break down of the vendors inspected:

## A LICENCED TRANSIENT TRADERS

	Good Friday	Easter Sunday
1. Richard Urban	17	16
2. Leonard Alboini	12	11
3. George Sharples	<u>1</u>	<u>1</u>
	30	28

## B ESTABLISHED BUSINESS ON ASSESSMENT ROLL

1. Sun Studio (1231 Main St. E.	27	16
2. Existing Florists and Variety Stores	<u>16</u>	<u>16</u>
	43	32

## C FOOT PEDLAR'S LICENCES

Foot Pedlar means a person who goes from place to place or to a particular place with goods for sale.

1. Impressions- Robert Johnson	1
-----------------------------------	---

## D UNLICENCED VENDOR

There were NO unlicenced Vendors caught.

## PROBLEMS

The same type of problems exist this year that caused concern last Easter:

- a) The apparent violation of the City/Regional road allowance By-law, approximately 90% of all vendors were encroaching on the City/Regional road allowance.

- b) use of gas stations to set up their stands  
(Municipal Act Section 210, Sub-Section 151b)  
Approximately 35 of the vendors were set up  
on gas station lots.
- c) Age of employees. Once again some of the  
workers were as young as 11 years old. The  
children again were exposed to poor working  
conditions - no washroom facilities, minimum  
wages and having to work long hours.



FOR ACTION

11(a)

JUN 13 1990

REPORT TO: Mr. John Thompson  
Secretary, Finance and Administration Committee

FROM: Mr. L. C. King, P. Eng.  
Building Commissioner

DATE: 1990 June 13  
COMM FILE:  
DEPT FILE: 90.3.4.

SUBJECT:

The Ontario Plumbing Inspectors' Association annual meeting and technical conference to be held in Hamilton, September 16th to 20th, 1990.

RECOMMENDATION:

That a grant in the amount \$2,000.00 be made to The Ontario Plumbing Inspectors' Association, which will be used to assist in staging and hosting a conference with municipal subject content.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Funds are provided in the Municipal Subject Content Account #CH 55307 80040.

BACKGROUND:

From September 16th to 20th, 1990, an Ontario Plumbing Inspectors' Association Conference will be taking place in Hamilton. We are anticipating approximately 250 delegates to be attending.

For the information of the Committee, The Ontario Plumbing Inspectors' Association is a non-profit Organization and was inaugurated in 1920. This year will be their 70th anniversary and 60th Conference.

During the week the delegates will be attending technical sessions and the spouses will be touring Hamilton to see the highlights of our fair City.

Appropriate recognition will be given to the City of Hamilton for its contribution to the conference.

c.c. City Treasurer, Mr. E. Matthews  
Att: Mr. N. Adhya





FOR ACTION

11(b)

JUN 14 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

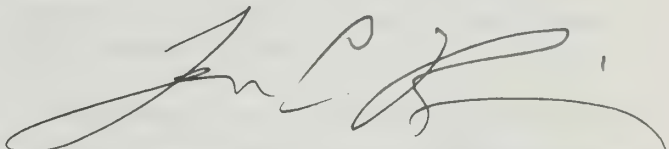
FROM: L.C. KING, P.Eng.  
Building Commissioner

DATE: June 14, 1990  
COMM. FILE:  
DEPT. FILE: 90.4.12

SUBJECT:

Development Charges By-law

RECOMMENDATION:



That the Finance and Administration Committee recommend to City Council that based on the complaint filed Mr. & Mrs. D. Menechella for Lot #39, Kingsberry Gardens, Phase 4 that the development charges be amended to the charges in effect prior to March 27, 1990 under 8(5)(b) of the Development Charges Act.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Approval of this complaint will result in loss of revenue.

BACKGROUND:

City Council at its meeting held March 27, 1990 approved Development Charges By-law #90-74 pursuant to the Development Charges Act, 1989. The by-law prescribes development charges for residential and non-residential uses. These charges are collected to pay for services which the City must provide to newly developed areas.

The by-law contains a statement enacting the requirements as of March 27, 1990, however, building permit applications made before March 27, 1990 are exempt from the by-law requirements.

Section 21 reads as follows:-

Notwithstanding any other provision of this by-law, where an application for a building permit under City of Hamilton By-law #85-86 is submitted to the Building Department of the City of Hamilton prior to the date of enactment of this by-law, the development charge rate in effect prior to the date of enactment of this by-law shall apply.

Section 21 originated from the Finance and Administration Committee due to concerns about any delays in implementing the by-law. Initial investigation revealed that delays in implementing this by-law. Initial investigation revealed that delays in implementation would result in substantial financial losses to the City.

The complaint by Mr. & Mrs. Menechella (copy attached) originates because of their inability to make a bonafide application prior to March 27, 1990. On March 27, 1990, prior to enactment of the by-law by Council, the applicants attended the Building Department and they were informed that two sets of drawings were required to make a bonafide application for a building permit. The applicants were unable to provide drawings prior to enactment of the by-law by Council.

The applicants are not professional builders and as such are inexperienced in the process of applying for a building permit. If they had been professional builders, they would likely have been aware of the requirements of the Development Charges By-law and have been able to respond quickly by applying for a building permit before the by-law went into effect.

Section 8 of the Development Charges Act allows an owner to file a complaint to Council pertaining to charges required by the municipality. Council has authority under 8(5) of the Act as follows:-

- 8(5) After hearing the evidence and submissions of the complainant, the council may,
  - (a) confirm the development charge; or
  - (b) amend the development charge to the extent that, in the opinion of the council, a review of any of all of the matters in subsection (1) justifies such an amendment.

March 29, 1990

Mr. & Mrs. D. Menechella  
253 Eaglewood Drive  
HAMILTON, Ontario  
L8V 1C3  
(416) 575-1179

Mr. Len King,  
Building Commissioner  
City Hall  
3rd Floor  
71 Main Street West  
HAMILTON, Ontario  
L8P 4W1

CITY OF HAMILTON	
DEPARTMENT OF BUILDINGS	
APR 3 1990	
REC. BY <i>[Signature]</i>	DATE _____
REF'D TO <i>[Signature]</i>	DATE _____
REF'D TO _____	DATE _____
REF'D TO _____	DATE _____

Dear Mr. King:

This letter is to request an exemption from the Developer Lot Levy Tax passed on Tuesday Mar. 27, 1990 City Council Meeting.

Unfortunately, my husband and I are in a situation where we are purchasing a lot in Kingsberry Gardens, Phase 4 and following our lawyer's instructions we were told to not submit a building permit until the lot was registered. In the meantime we have been taking the necessary steps in applying for a building permit.

On the evening of Monday March 26, 1990 I received a call from the real estate agent, Mr. Benny Stankovich (Megna Real Estate Ltd.) to inform us that the lot is now registered under Registration #62M 652. Upon receiving this call the following day Tuesday March 27, 1990 we went to City Hall, first to the Building Dept. Here we made contact with Linda who was unable to tell us the facts which resulted at the City Council Meeting. We requested to submit and pay an application for a Building Permit and she stated in order to do so, bonafide plans are required. Our plans at this stage were not quite finalized. Since it required an 8 hour working day to develop and submit a bonafide plan, it was impossible to meet the Tuesday 5 p.m. deadline. The only option available to us was an extension of the grace period. We also were referred to the Real Estate Dept. where we spoke to Robin Lane wondering if she could guide us through this situation. She checked and tried to locate our registration but was unable to do so since it was newly registered and still at the registration office. She suggested we see Doug Christilaw in the Engineering Dept., but as we were on our lunch hour and pressed for time we were not able to do so. My husband made contact with Doug by telephone on March 27, 1990 and he found out for us that a \$500.00 lot levy fee was paid towards the lot by the developer. Due to the proposed lot levy tax we could be required to pay the difference between the new amount and the \$500.00 paid. Mr. Christilaw suggested that perhaps an extension of the grace period or on exemption from this payment would be allowed.

We attempted to have the parties involved prepare submittable (bonafide) copies of the building plan before the Council meeting, but due to their busy schedule they were unable to do so.

Continued ... 2.



At 9 a.m. on Wednesday, March 28, 1990 we called City Hall and spoke to a few people about our situation. Robin Lane from the Real Estate Dept. referred us to Mr. Christilaw in Engineering. He was not in, so I spoke to Phil Strawn. Mr. Strawn understood our problem and said he would have Mr. Brennan call me back. Mr. Brennan returned my call and explained to me the same scenario. I placed a call to Tom Jackson, Ward 8 Alderman and Henry Merling, Ward 7 Alderman. I was unable to speak to them at the time and left a message for them to return my call. On Thursday March 29, 1990 I spoke to Tom Jackson and he was disappointed for us and also recommended this request of exemption be submitted. My husband also spoke to Mr. Len King that morning as well and he also asked us to submit a letter regarding this matter.

Enclosed you will find a letter from our lawyer mentioning that we were following his instructions and advice. We feel that due to the circumstances we warrant an exemption from the lot levy increase and we thank you for your understanding and appreciate your consideration and time in this matter.

Sincerely yours,

Mr. & Mrs. Donato & Lidia Menechella

:lm  
Encl.

cc: Tom Jackson, Ward 8 Alderman  
Henry Merling, Ward 7 Alderman  
Mr. Kris K. Channon, Soliciter

# CHANNAN & ASSOCIATES

BARRISTERS & SOLICITORS

KRIS K. CHANNAN, LL.B., LL.M.\*  
RANDALL E. WALKER, B.A., LL.B.  
L.H. SMITH, Q.C. 1904-1993

947 MAIN STREET EAST  
HAMILTON, ONTARIO  
CANADA L8M 1M9  
TELEPHONE (416) 544-9441  
FAX (416) 544-6155

April 2, 1990

Mr. Len King  
Building Commissioner  
City Hall, 3rd Floor  
71 Main Street West  
Hamilton, Ontario  
L8P 4W1

Dear Mr. King:

RE: Lidia and Donato Menechella  
Purchase from Exquisite Artistic Homes  
Lot 39, Kingsberry Gardens, Phase 4, Hamilton

I act for Mr. & Mrs. Donato Menechella. Both Mr. & Mrs. Menechella saw me on January 20, 1990 with an Agreement of Purchase and Sale of the above lot. This agreement required prepayment of deposit of their lot, but the lot was not registered at the Hamilton Registry Office. It was merely in the planning stages. I had advised Mr. & Mrs. Menechella to pay the deposit to the real estate agent when the plan was registered in the Hamilton Registry Office.

I further asked Mr. & Mrs. Menechella to tell the real estate agent to reserve this lot and I understand that this was done since January, 1990. My client was informed by the real estate agent on March 26, 1990 in the evening that the plan of the subdivision had been registered at the Hamilton Registry Office.

My clients saw me on March 27, 1990 and upon checking with the Hamilton Registry Office I was advised that the plan had been registered and they were working on it.

As Mr. Menechella had already agreed to buy this lot, he was unable to submit any application to the City of Hamilton for the registration of plans as he did not have sufficient time between March 26 and 27, 1990.

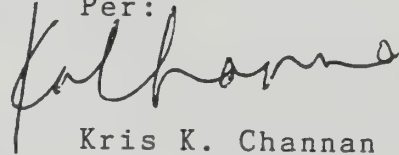


I understand that Mr. Menechella will be making an application in due course for approval of the plans and I suggest that he should not be charged the extra development levies in obtaining a building permit for the above reasons.

Yours truly,

CHANNAN & ASSOCIATES

Per:

A handwritten signature in cursive script, appearing to read "K. Channan", written over the printed name.

Kris K. Channan

KKC:dr

cc - Mr. Tom Jackson

12.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1990 June 14

**REPORT TO:** Mr. J. D. Thompson, Secretary  
Finance and Administration Committee


**FROM:** Mr. J. G. Hindson, P.Eng.  
Director of Information Systems

Mr. E. C. Matthews  
Treasurer

**SUBJECT:** Property/Taxation Project  
Feasibility of Monthly billings from existing system

**RECOMMENDATION:**

- 1) That a Property/Taxation Sub-Committee be established to provide guidance, direction and input to the Property/Taxation Project.
- 2) That the Sub-Committee be made up of the representatives from the Finance & Administration Committee, Information Systems Committee, and the Planning and Development Committee.
- 3) That the City Treasurer, the Director of Information Systems and the Director of Local Planning form the staff Steering Committee group for the Project reportable to the Property/Taxation SubCommittee.

  
J. G. Hindson, P.Eng.

\_\_\_\_\_  
E. C. Matthews

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A**

#### **BACKGROUND:**

At the last meeting of the Finance and Administration Committee, the Committee approved the initiation of the Property/Taxation Project that will result in the implementation of a new taxation system (copy of report attached).

However, the Committee requested further information on what would be required to have a monthly taxation billing system established prior to the availability of the replacement system.

The current taxation system was implemented in 1972 and represents obsolete computer software concepts and procedures. The system represents the technology of the early 1970's and major labour costs are involved when changes or new reporting information is required. The current system includes five major data files, 68 programs, six on-line terminal access screens and 80 different program processing sequences. The system is capable of handling a maximum of four instalments, for taxation payments, and the calculation of arrears and penalties if applicable.

The major objective of the replacement proposal (approved new system) is to provide for the option of monthly payments. We have reviewed the potential of providing for monthly payments until the new system is ready under two scenarios:

- 1) Modify the existing system to accept a monthly payment option.

#### **Impacts:**

- a) Major modifications, that would involve modifying or rewriting, the 68 programs and 80 job streams affected.
- b) Based on 65,000 regular accounts, (excludes agents) as many as 780,000 post-dated cheques annually would require handling and processing. This function is not currently being performed and would have major staffing implications. (This would be mitigated by the new system as it would have direct bank withdrawal capabilities).
- c) Considerable initial studies would be required on determining an acceptable method to smoothly implement a monthly system in terms of minimizing the impact on "cash-flow". (the monthly system would be expected to reduce interest revenues as the funds are received later in each year).
- d) Revising the existing system could easily require 75% to over 100% of the funds required to develop the new (replacement) system and take just as long (24 to 36 months).
- e) Assuming that resources for the new system are also available, the replacement system would not being available for 4 to 5 years. The delay would be caused by the new system being constantly redesigned to accommodate changes underway on the

old system.

- 2) Provide for a separate tracking system for monthly payments outside the current taxation system.

Such a tracking system would provide separate records and tracking of taxation payments based on monthly payments. The existing taxation system would be used to create the tax bills and for all payments based on the existing four instalment periods.

Impacts:

- a) There would be a significant risk that the taxation system for billing and instalment purposes would get "out of synchronization" with the separate monthly payment system. There are many types of changes, payments and arrear collection calculations and scenarios that could result in the two systems not reconciling with one another.
- b) Would require the handling and processing of up to 780,000 post-dated cheques annually .(see # b) above).
- c) Impact studies on cash-flow impacts and the determination of a smooth implementation to monthly payments would be required (see # c) above).
- d) A separate monthly tracking system could easily require 50% of the funds required to develop the new (replacement) system and would take a significant time period to implement (12 to 24 months).
- e) The methods of adjusting for accounts that would be changed at the taxpayer's or agent's request from the four instalment system to the monthly option or visa versa would be complex and subject to error.

Both these options are characterised by higher processing costs, additional staff requirements and risks. Either alternative to the proposed replacement system would result in delays in the implementation of new system and the availability of additional flexibility and features (see attached report). On this basis neither alternative would be recommended.

Due to the number of Policy and Procedural issues and input that will be involved in the design and implementation of a new tax system, it is recommended that consideration be given to the formation of a SubCommittee and staff Steering Committee to provide overall direction and guidance to the Project. Commensurate with the scope of the project, representation is suggested from the Finance & Administration, Information Systems, and Planning and Development Committees and respective Departments.

c.c. Mr. Lou Sage, Chief Administrative Officer  
Mr. E. C. Matthews, Treasurer  
Mr. J. D. Thoms, Commissioner of Planning and Development



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1990 May 17

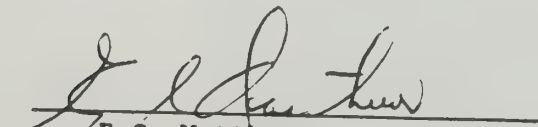
**REPORT TO:** Mr. John Thompson, Secretary  
Finance and Administration Committee

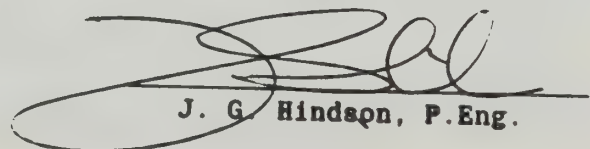
**FROM:** Mr. E. C. Matthews  
Treasurer

**SUBJECT:** Property/Taxation Project - Phase I

**RECOMMENDATION:**

- a) That the City of Hamilton Treasury Department and Information Systems proceed on a joint Project to develop and implement a replacement Property/Taxation system.
- b) That the design review of the replacement property and taxation system include (but not be limited to) the following new features:
  - i) optional monthly, quarterly or annual tax payments.
  - ii) optional direct payment from bank accounts.
  - iii) improved access to statistical information.
  - iv) improvements to the information that might be made available to taxpayers.
  - v) additional automation opportunities to reduce processing costs.
- c) That the Chief Administrative Officer be authorized to take the actions necessary to assemble the Project Team for the replacement Taxation System.
- d) That the Treasurer be authorized to transfer funds from the approved Reserve for Project Management Account CH 00134 to a Current Work-in-progress Account.

  
E.C. Matthews

  
J. G. Hindson, P.Eng.

### **FINANCIAL/LEGAL/STAFFING IMPLICATIONS:**

The Property/Taxation Project is expected to take 3 years of development effort by Treasury and Information Systems staff and others. An annual amount of \$350,000 per year was approved by Council in 1989 and placed in a reserve account for the purpose of providing the required Project financing. The size of the Project team will vary during the course of the Project, and is expected to vary from between three and five persons supplemented by existing Information Systems resources.

### **BACKGROUND:**

The current computerized Property/Taxation system in use by the City of Hamilton is 18 years old. The Property/Taxation system produces tax billing information for the City of Hamilton and is also used to collect the local School Board and Regional taxes. At the time it was implemented in 1972, it represented the state of the art in terms of processing and inquiry systems. The system also provides public assessment information for other Civic Departments, agencies and the general public.

It would be impossible to comply with legislative notice requirements without the use of this automated system.

The System is deficient in terms of current standards in a number of areas. The current system is incapable of:

- a) providing for more convenient taxpayer options of monthly or quarterly billings.
- b) direct payments from taxpayer accounts at the option of the taxpayer.
- c) providing payment options for banks and large agents.
- d) providing more communications opportunities with the taxpayer by having additional information areas available on the tax bill.
- e) automatically recording tax payment receipts by the use of payment scanning equipment.
- f) providing additional information or options with respect to Education taxes.
- g) handling tax arrears of one million dollars or greater (these must now be tracked separately).
- h) providing additional on-line assessment file information to other Civic Departments.
- i) providing access to assessment statistical information for a number of planning and other research purposes.
- j) providing links between public assessment information and other databases.



The Property/Taxation system is one of the most important applications that use the computer system. Each year approximately \$400 million dollars in revenue is calculated and collected using this system.

Although the current system has served the City well over the years, changed conditions and technology have made it obsolete in terms of meeting current requirements.

It is therefore recommended that the Property/Taxation system be replaced by a system capable of meeting the current, and future, requirements of the City and other users.

The Property/Taxation project is a major and complex project, involving multiple Departments and Agencies as well as approximately 100,000 taxpayer accounts.

To ensure that the system is properly designed and built to meet these requirements, it is a recommended practice to assemble a team of skilled in-house staff to develop and implement such a project and assign them full-time to this task. Funds have been allocated in a Reserve Account for this purpose (approved by Council 1989 October).



CITY COUNCIL  
HAMILTON, CANADA

13.  
Alderman Henry Merling  
Chairman - Transport & Environment Committee

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES. (416) 389-5903 - WARD 7

June 6th, 1990

JUN 8 1990

Alderman Brian Hinkley  
Chairman  
Finance & Administration Committee

Dear Alderman Hinkley.

I am enclosing a copy of a letter I received from one of my constituents, Mr. J. W. Upsdell of 108 East 22nd Street, regarding the City's tax instalment schedule.

Mr. Upsdell suggests revisions to the present system which make a great deal of sense, especially when you consider the hardships placed upon many taxpayers as a result of this year's large tax hike (albeit the result of the Board of Education's 18% increase).

Would you please place this matter on the agenda of the next Finance and Administration Committee meeting and advise me of the date and time in order that I may attend.

Yours very truly,

Henry Merling  
Alderman, Ward 7

HM:wt

Enc.

cc: Mr. J. W. Upsdell  
108 East 22nd Street  
HAMILTON, Ontario  
L8V 2V6

100 East 22nd  
Hamilton Ont.  
L8V 2V6  
MAY 24/90

Dear Sir:

Regarding Hamilton property-  
taxes for 1991  
In the past they have been  
due Jul 28, Mar 30, June 30, Sept 30

Since City Council has raised  
the taxes so much, this payment  
pattern is to severe.

I would like to suggest to  
you some changes to be made  
before 1991.

March 1st, 1991

May 1st, 1991

July 1st 1991

Oct 1st 1991

The reason for the 1st in place  
the 30th is the fact that all  
rent cheques are not at the end of  
the month & some are dated 1st of month

(2)

ie. If ~~tax~~ are due Tuesday 3<sup>rd</sup>  
and we cannot pay until Monday 3<sup>rd</sup>  
we are penalized, and if we send  
a cheque & there is a overdraft  
until Monday, the bank charges  
us \$6.00

so my pattern of payment  
is more practical

Yours truly  
G. W. Upshaw



FOR ACTION

14.

REPORT TO: Chairman and Members  
Finance & Administration Committee

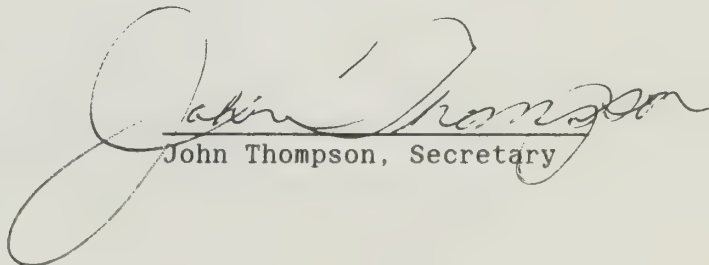
FROM: Mr. John Thompson, Secretary  
Finance and Administration Committee

DATE: 1990 June 18  
COMM FILE:  
DEPT FILE:

SUBJECT: PROPERTY/TAXATION SUB-COMMITTEE ON SEPARATE TAX BILLS  
FOR THE BOARD OF EDUCATION AND MONTHLY TAXATION BILLING SYSTEM

RECOMMENDATION:

That consideration be given to appointing members to the special Sub-Committee to review and examine the impact and mechanism of sending out separate tax bills in 1991 for the Board of Education and to provide overall guidance and direction to the Property/Taxation Project.

  
John Thompson, Secretary

FINANCIAL IMPLICATIONS:

Unknown at this time.

BACKGROUND:

At a special meeting of the Finance and Administration Committee held 1990 May 1, an Ad Hoc Sub-Committee was established to investigate the possibility and feasibility of sending out separate tax bills in 1991 for the Board of Education.

Also, included in today's agenda is a joint report from the Treasurer and Director of Information Systems dated 1990 June 14 recommending the establishment of a special Sub-Committee to provide guidance, direction and input to the Property/Taxation Project.

Should that recommendation be approved, it is recommended that both issues, namely, separate tax bills for the Board of Education and monthly billings be addressed by the same Sub-Committee.





15.

FOR ACTION

JUN 14 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

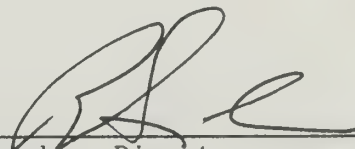
FROM: Mr. R. Sugden, Director  
Culture and Recreation Department

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: 1991 CANADIAN MUSEUM ASSOCIATION ANNUAL  
CONFERENCE (JUNE 19 - 22), HAMILTON, ONTARIO

RECOMMENDATION:

- (a) That expenses, estimated at \$1,150.00, be provided to send the Manager of Cultural Services to promote Hamilton at the 1990 Canadian Museum Association Conference in Edmonton on June 20 - 24.
- (b) That an amount of \$20,000.00 be committed in the 1991 budget for the Department of Culture and Recreation, City of Hamilton, to co-host the 1991 Canadian Museum Association Conference to be held in Hamilton.

  
\_\_\_\_\_  
R. Sugden, Director  
Culture and Recreation Department

FINANCIAL IMPLICATIONS:

*The Treasury Department has been consulted and recommends that funding for a) and b) above be provided from the Hosting of Conference account.*

BACKGROUND:

The Canadian Museum Association has chosen Hamilton as the location for their 1991 Annual Conference - June 19 - 22. The Association has not met in this city since 1964.

The conference will consist of municipal content and the theme will be - **Doing the Right Thing/Doing the Right Thing: Quality in Museum Practice/Praxis.** Many local heritage and cultural facilities will be participating in the program.

The Manager of Cultural Services has been invited to attend the Edmonton conference this year to promote Hamilton and also join the Conference Committee as chairperson of local arrangements.

Every effort will be made to fund raise to offset or reduce the City's contribution.

c.c. E. Matthews, City Treasurer





CITY COUNCIL  
HAMILTON, CANADA

16.  
**Alderman Don Ross**

Chairman - Economic Development & Planning  
Chairman - Freeway Steering  
Vice-Chairman, Finance & Administration

---

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES. (416) 387-1842 - WARD 8

April 24, 1990

MAY 03 1990

TO: J. Thompson, Secretary  
Finance & Administration Committee

FROM: Alderman Ross, Vice-Chairman  
Finance & Administration Committee

*D. Ross*

RE: Letter from Mr. D. Luzzi - Hamilton Chamber of Commerce

Please find attached a letter from Mr. D. Luzzi, President of the Hamilton & District Chamber of Commerce.

I am requesting that this item be placed on the Finance & Administration Committee agenda in order that the Committee have the opportunity to submit a resolution regarding GO Train service to Hamilton. This would help to reinforce both the Chamber's and City's position regarding GO Train service to the downtown core of Hamilton.

This item has been discussed many times, but it would appear that the Provincial government, with their five-billion dollar transit system outlined for the Toronto area, will not include the City of Hamilton. I want to ensure that the City of Hamilton is considered and not overlooked regarding this particular project. For this reason, I believe Council should make a recommendation supporting this particular project requesting that all necessary authorities become involved.

:cad  
Attach.

cc: Mr. D. Luzzi, President  
Hamilton & District Chamber of Commerce  
100 King St. W., Suite 830  
Hamilton L8P 1A2



The  
Hamilton & District  
Chamber  
of Commerce

100 KING ST. W., SUITE 830, HAMILTON, CANADA L8P 1A2 PHONE (416) 522-1151

**COPY**

April 11, 1990

APR 17 1990

The Honourable Jim Bradley,  
Minister of the Environment  
135 St. Clair Avenue North,  
Toronto, Ontario.  
M4V 1P5

Dear Mr. Minister:

**RE: GO TRAIN SERVICE TO HAMILTON**

The Hamilton & District Chamber of Commerce is pleased to see the very strong commitment to public transit systems as outlined in the Premier's announcement of \$5 Billion for Toronto area system improvements on April 5, 1990.

We note that in the announcement mention was made of a proposed move of the Hamilton service to the downtown TH & B station.

Our information indicates that the major step which is needed to facilitate this project is the release of the Environmental reports on the GO Transit proposals. We urge you to direct your officials to fast track the environmental study and more aggressively pursue its release and approval.

The need for the Downtown Hamilton link has been well established (as attested by the increasing traffic difficulties experienced this side of Burlington each day).

GO Transit needs to start construction by next year if we are to see trains in downtown Hamilton by 1995.

Our community is very concerned with the length of time for making the change over a reality. We would appreciate your confirmation of a timetable for the release of the Environmental Review.

Your concern and consideration is appreciated.

Yours truly,

Don Luzzi,  
President.



17(a)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

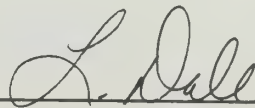
FROM: Mrs. Lynn Dale, Acting Secretary  
Comprehensive Audit Sub-Committee

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: APPOINTMENT FOR STEERING COMMITTEE - PROPERTY DEPARTMENT AUDIT

RECOMMENDATION:

That Alderman Lombardo and two (2) other Aldermen be appointed to a Comprehensive Audit Sub-Committee for the Property Department and that the Comprehensive Audit be proceeded with as soon as possible.

  
\_\_\_\_\_  
Lynn Dale, Acting Secretary  
Comprehensive Audit Sub-Committee

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND:

Pannell Kerr reported to the Finance Committee in mid 1989 with their findings on the Property Maintenance Division of this department, with the Real Estate and Architectural Divisions to be reported later. This report was referred to the Audit Sub-Committee for resolution because of the presumed conflict between the department head and the auditors and there was some dissatisfaction with the comprehensive audit process itself. The auditors continued with the other two sections until the auditor interviewing the Chairman of the Sub-Committee in December 1989 was requested to discontinue further work until a Steering Committee was appointed.

A Steering Committee was appointed in January 1990 by Council comprised of three aldermen and three senior staff, one of which was to be the department head involved, in this case Mr. Dan Vyce and the Fire Chief Mr. George Baker and the Treasurer Mr. Ed Matthews. Aldermen interested in this assignment were to give their names to the Secretary of the Finance and Administration Committee.



The Comprehensive Audit Sub-Committee at its meeting held 1990 June 14 were advised that Alderman Lombardo has indicated an interest in participating on the Comprehensive Audit Sub-Committee for the Property Department as a result approved the above noted recommendation.

cc: Alderman F. Lombardo  
Mr. E. C. Matthews, City Treasurer  
Mr. D. Vyce, Director of Property

17(b)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

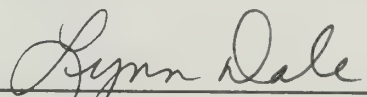
FROM: Mrs. Lynn Dale, Acting Secretary  
Comprehensive Audit Sub-Committee

DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: **TERMS OF REFERENCE FOR A COMPREHENSIVE AUDIT  
- LICENCING SECTION, CITY CLERK'S DEPARTMENT**

RECOMMENDATION:

- (a) That the Terms of Reference for the Comprehensive Audit for the Licencing Section of the City Clerk's Department, appended hereto as Schedule "A",  
**BE APPROVED.**
- (b) That the Manager of Purchasing be requested to prepare Proposal Call Documents for distribution to interested parties.

  
\_\_\_\_\_  
Lynn Dale, Acting Secretary  
Comprehensive Audit Sub-Committee

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND:

The Comprehensive Audit Sub-Committee at its meeting held 1990 June 14 approved the above noted recommendation.

Attach.

cc: Mr. T. Bradley, Manager of Purchasing  
Mr. S. Dembe, Manager of Licence Division  
Mr. E. C. Matthews, City Treasurer

## Schedule "A"

### COMPREHENSIVE AUDIT

#### CITY CLERK'S DEPARTMENT

#### LICENCE DIVISION

#### PURPOSE OF THE PROJECT

To examine through a Comprehensive Audit that the Licence Division of the City Clerk's Department is operating in accordance with the principles of good management in the public sector, namely:

that human, physical and financial resources are managed with due regard to economy, efficiency and effectiveness, and

that accountability relationships are satisfactorily served.

This comprehensive audit will examine management and financial controls, which includes information systems and reporting practices, and will make recommendations for any improvements.

This audit will evaluate the present operations of the Licence Division and will identify the means of improving the organizational structure, reporting relationships, operational procedures and cost effectiveness.

A legal review will be undertaken to determine whether or not the policies and procedures utilized by the Licence Division are in accordance with the statutory mandate and will, if deemed necessary, recommend alternative methods which could or should be utilized in the future.

The comprehensive audit and the results of a management plan will improve senior management's ability to plan and act strategically and will assist City Council in the decision making process.

#### SCOPE

The Licence Division of the City Clerk's Department requires the assistance and support of the Building, Fire, Health Inspection/Nursing, Police and Traffic Departments. The Licence Division also relies heavily on the services of the legal department which includes representing the City before the City of Hamilton Licensing Committee, drafting of legislation, representing the City in By-law Court protecting rights and providing legal opinions. These relationships referred to above should be examined taking into account the statutory requirements of the City of Hamilton Act, other Provincial Statutes, and the increasing importance of the role of licensing in Hamilton.

The study is to cover both the administrative and enforcement branches of the Division. This includes the inspection requirements and procedures carried out

by the Building, Fire, Health (Inspection and Nursing), Traffic and Police Departments, as they relate to the Licence Division.

The specific issues to be examined are:

- Administrative procedures, documentation, record keeping and financial monitoring within the Licence Division
- The need for clearly documented policies and procedures
- Organizational Structure, Staffing Complement, Training and Qualification
- Licence Inspection Programs in the Inspection Departments i.e. Building, Fire, Health, Traffic, Police and the Inter-relationship with the Licence Division
- The role and responsibility of the Licence Division as it relates to other responsibilities within the City Clerk's Department including:
  - Marriage Licence Processing
  - Smoking Control & Enforcement - Public Places & Workplace By-laws
  - LLBO Licensing
  - Fireworks Permits
  - Tag Days
  - Street Vendors Program
  - Mud Tracking Enforcement
  - Sales of By-laws & City Publications
  - City Tenders
  - Municipal Elections
  - Counter Services of the City Clerk's Department
  - Second Level Lodging Houses
- Licence Inspection Procedures within the Division
- The desired level of enforcement and the ability of the Licence Division to conform to the standard
- Adequacy of Licence fees in relation to the administration and enforcement requirements
- Role of the Legal Department in relation to providing advice to the Licensing Committee
- Role of the Legal Department representing the Licence Division as one of the parties to a hearing
- Role of the Committee Secretary to the City of Hamilton Licensing Committee and the relationship with the Licence Division
- The reporting relationship of the Licence Division Manager to Committee(s) of Council

- The City of Hamilton Act as it relates to the authority which empowers the Licensing Committee to issue, renew and transfer licences
- The City of Hamilton Act as it relates to the authority which empowers City Council to suspend, revoke or deny licences
- Membership and Composition of the Licensing Committee
- The role of the Licensing Committee respecting non-licence issues and its relationship to the Finance and Administration Committee and City Council
- The procedure for weekly approval and issuance of licences
- Any other issues identified throughout the auditing process.

1990 June 14



17(c)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mrs. Lynn Dale, Acting Secretary  
Comprehensive Audit Sub-Committee

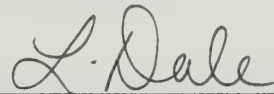
DATE: 1990 June 14  
COMM FILE:  
DEPT FILE:

SUBJECT: *CONSULTANT TO CONDUCT A COMPREHENSIVE AUDIT, HAMILTON  
ENTERTAINMENT AND CONVENTIONS FACILITIES INC.*

RECOMMENDATION:

That a purchase order be issued to The Coopers & Lybrand Consulting Group, Kitchener, in the amount of \$73 800 to conduct a comprehensive audit of the Hamilton Entertainment and Convention Facilities, Inc., in accordance with the Request for Proposal issued by the Manager of Purchasing and Vendor's submission.

NOTE: Lowest acceptable of three (3) proposals received. Funds provided in Comprehensive Audit HECFI Account No. CH56395 24101.



Lynn Dale, Acting Secretary  
Comprehensive Audit Sub-Committee

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND:

Attached for the Committee's information is a report of the Manager of Purchasing dated 1990 June 11 which was approved by the Comprehensive Audit Sub-Committee at its meeting held 1990 June 14.

Attach.

cc: Mr. T. Bradley, Manager of Purchasing  
Mr. E. C. Matthews, City Treasurer



## FOR ACTION

REPORT TO: L. Dale, Acting Secretary  
Comprehensive Audit Sub-Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

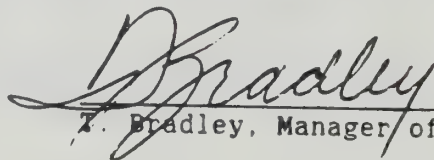
DATE: 1990 June 11  
COMM FILE:  
DEPT FILE: C11-1-90

SUBJECT: CONSULTANT TO CONDUCT A COMPREHENSIVE AUDIT, HAMILTON ENTERTAINMENT  
AND CONVENTIONS FACILITIES INC.

RECOMMENDATION:

That a purchase order be issued to The Coopers & Lybrand Consulting Group, Kitchener, in the amount of \$73 800 to conduct a comprehensive audit of the Hamilton Entertainment and Convention Facilities, Inc. in accordance with the Request for Proposal issued by the Manager of Purchasing and Vendor's submission.

NOTE: Lowest acceptable of three (3) proposals received. Funds provided in Comprehensive Audit HECFI Account #CH56395 24101.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE. STATE N/A)

BACKGROUND: - Proposal Analysis

The Coppers & Lybrand Consulting Group, Kitchener	\$ 73 800
Peat Marwick Stevenson & Kellogg, Toronto	59 000 minimum to
	109 000 maximum *
Price Waterhouse, Hamilton	68 500 *

This proposal was advertised and fourteen consulting firms were invited to bid. Four declined to bid.

\* The City of Hamilton Form of Proposal was not returned, therefore the proposal submitted could not be considered.



18.

THE ASSOCIATION OF PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES  
OF THE CORPORATION OF THE CITY OF HAMILTON  
INCORPORATED 1973

CITY HALL, P.O. BOX 2040, HAMILTON, ONTARIO L8N 3T4

1990 May 31

Alderman B. Hinkley, Chairman  
Finance and Administration Committee

**Re: Environmental Concerns**

At its meeting held 1990 May 16 the Association of Professional and Administrative Employees Executive Board and Department Representatives discussed their potential involvement in recycling initiatives in City Hall. The members are concerned that the City of Hamilton, as a Community Leader, has not taken the initiative to utilize recycled materials or, to recycle the materials that are presently being used. We were pleased to find out that the City and the Region are investigating various possibilities for: recycling, the use of recycled paper, the abandonment of the styrofoam cup, etc. in City Hall. It is our intention to regularly promote an environmentally friendly attitude amongst the APAE membership,

We wish to advise that the Association of Professional and Administrative Employees strongly supports any initiative which targets the reduction in the amount of waste that City employees produce. We would be pleased to assist in any upcoming initiatives in this regard.

Yours truly,

Mr. J. Oddi, Chairman  
APAE

JO:bk

cc: Mr. D. Carson, Executive Assistant  
to the Mayor

Mr. L. Sage, Chief Administrative Officer

Mr. J. Ramsey, Secretary  
Chairman's Advisory Committee on Environmental Issues

Mr. D. Heintz, Secretary  
Keep Hamilton Clean Citizens' Committee



CITY COUNCIL

**Brian Hinkley** Alderman Ward Three

71 Main Street West  
Hamilton, Ontario  
L8N 3J7

Tel: (416) 546-2730  
Res: (416) 572-7500

Finance & Administration  
Committee  
-Chairman

Keep Hamilton  
Clean Committee  
-Chairman

Seniors Centre  
Feasibility Study  
-Chairman

Harbour Task  
Force  
-Chairman

Handbill  
Sub-Committee  
-Chairman

Hamilton Municipal  
Retirement Fund  
-Chairman

Hamilton Seniors  
Council  
-Liasion

Parks & Recreation  
Committee  
-Member

Hamilton Non-Profit  
Housing  
-Member

Regional Engineering  
Committee  
-Member

Regional Economic  
& Planning Committee  
-Member

Chairman's Environmental  
Advisory Committee  
-Member

Hamilton-Wentworth  
Children's Aid Society  
-Member

STATEMENT

ON JULY 1, 1989 I STARTED TO STORE AWAY ALL INCOMING MAIL, REPORTS AND OTHER PAPER MATERIAL.

WHAT YOU SEE BEFORE YOU IS APPROXIMATELY 90 % OF THE PAPER THAT I WOULD NORMALLY HAVE RECEIVED AND THEN THROWN INTO THE WASTE BASKET.

THIS 11 MONTHS OF PAPER, IF PILED TOGETHER AND AVERAGED OVER A ONE YEAR PERIOD WOULD TOTAL IN EXCESS OF 19 1/2 FEET HIGH AND OVER 560 LBS. ASSUMING THE SAME PAPER LOAD OVER THE PAST 13 1/2 YEARS I HAVE SERVED ON COUNCIL; THE TOALS WOULD REPRESENT WELL IN EXCESS OF 270 FEET AND ALMOST 8,000 LBS OF PAPER.

MUCH OF THIS PAPER COULD BE RECYCLED AND A CONSIDERABLE AMOUNT COULD HAVE BEEN USED ON RECYCLED PAPER IN THE FIRST PLACE.

IN SEPTEMBER LAST YEAR, I REQUESTED MR. TOM BRADLEY, THE CITY'S DIRECTOR OF PURCHASING AND MR DON ELDER, REGIONAL CO-ORDINATOR OF PURCHASING TO ATTEND THE SEPTEMBER 14TH. MEETING OF THE CHAIRMAN'S ADVISORY COMMITTEE ON ENVIRONMENTAL ISSUES. A FIVE PART MOTION WAS PASSED AT THAT MEETING WHICH SUBSEQUENTLY LED TO THE REGION'S PARTICIPATION; ALONG WITH SEVERAL OTHER MUNICIPALITIES AND PUBLIC AGENCIES IN A STUDY ENTITLED "THE PURCHASING OF PRODUCTS CONTAINING POST-CONSUMER WASTE AND OR PRODUCTS WHICH ARE ENVIRONMENTALLY SOUND".

THE STUDY HAS IDENTIFIED MANY ALTERNATE PRODUCTS WHICH THROUGH THEIR PURCHASE, PROMOTE THE USE OF POST-CONSUMER WASTE AND CONSIDERED ENVIRONMENTALLY SOUND.

EXAMPLES WOULD INCLUDE:

- AN ARRAY OF OFFICE PAPER PRODUCTS
- SANITARY PAPER PRODUCTS
- RECYCLED PLASTIC PRODUCTS
  - LITTER CONTAINERS
  - FENCING
  - PARK & PLAYGROUND EQUIPMENT
  - POSTS & LUMBER
  - FURNITURE THAT CONTAINS NON CFC'S PADDING

I HAVE PERSONALLY TAKEN THE FIRST STEP TO FURTHER RECYCLING EFFORTS BY USING RECYCLED PAPER FOR MY LETTERHEAD.



Recycled Paper

THE PURCHASING DEPARTMENT IS PRESENTLY EXAMINING THE POSSIBILITIES OF PURCHASING PRODUCTS WITH GREATER AMOUNTS OF POST-CONSUMER WASTE. EMPLOYEES OF THE CITY HAVE APPROACHED ME ABOUT RECYCLING INITIATIVES. THE ASSOCIATION OF PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES OF THE CORPORATION OF THE CITY OF HAMILTON WANT TO PARTICIPATE AND ASSIST IN THE 4 R'S (RECYCLE - RE-USE - REDUCE - RECOVER).

THESE INITIATIVES IN ORDER TO BE SUCCESSFUL REQUIRES STRONG SUPPORT FROM CITY AND REGIONAL COUNCIL. IN ORDER TO SUPPORT THE ENTHUSIASM AND EAGERNESS OF OUR EMPLOYEES AND TO SPEED THE CITY'S AND REGION'S EFFORTS IN THE AREA OF RECYCLING I WILL BE PUTTING FORTH THE FOLLOWING MOTION.

"THAT CITY AND REGIONAL COUNCIL STRIKE A JOINT STAFF COMMITTEE COMPOSED OF EMPLOYEE REPRESENTATIVES OF THE VARIOUS STRATA OF THE ORGANIZATIONS, INCLUDING REPRESENTATION FROM THE PURCHASING DEPARTMENT."

THE STAFF COMMITTEE WILL BE RESPONSIBLE FOR THE DEVELOPMENT OF NEW POLICIES AND PROGRAMS THAT PROMOTE THE 4 R'S. THE RECOMMENDATIONS THAT COME FORTH WILL BE SENT TO THE APPROPRIATE STANDING COMMITTEES FOR APPROVAL AND IMPLEMENTATION.







THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Department of Engineering  
71 Main Street West, Hamilton, Ont. L8N 3T4

Tel. (416) 546-4170  
Fax (416) 526-6665

N.B.#1

Refer to File No.

E309-20

Attention of

P. Jensen

Your file No.

June 6, 1990

Councillor J. Prentice, Chairman  
Chairman's Advisory Committee on Environmental Issues

Re: Environmental Purchasing: Paper Products

Dear Councillor Prentice:

Regional Council, on October 3, 1989, approved the Statement of Principle for Environmental Purchasing as recommended by the Chairman's Advisory Committee. The Engineering Department is now employing the Statement of Principle in purchasing decisions.

The Statement of Principle reads as follows:

- "That in order to increase the development and awareness of Environmentally Sound Products, all departments in conjunction with Purchasing staff review their contracts and tender specifications for goods and services, to ensure that wherever possible and economical, specifications are amended to provide for expanded use of products and services that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the product or service, and it is recognized that cost analysis is required in order to ensure that the products are made available at competitive prices."

As a practical application of the Principle, Solid Waste Operations investigated, and subsequently purchased, business cards printed on recycled paper. The card stock used contained 50% recycled fibre. The exercise of purchasing the cards may provide some useful information to the Committee.

Cont'd...



-page 2-  
June 4, 1990

Environmental Purchasing: Paper products

Cont'd...

There are no specific guidelines with respect to the purchase of recycled paper. Selection must be made on a case by case basis, as recycled content alternatives exist for most grades of paper. The proportional content of recycled fibre varies widely, and there is a reasonable choice of paper textures, colours, and stock thickness available with recycled content.

As the term "recycled paper" is applied to both paper with post-consumer fibre and that containing mill sweepings, attention must be paid to percentage of recycled fibre contained in the paper. A low percentage may indicate the latter, and actually contain no post-consumer fibre.

Paper suppliers are responding to demand with a variety of products. Over the past few months, several large players on the supply side have announced major initiatives to convert their operations to recycled content production (Domtar, Noranda).

Future implications of demand for recycled paper include the potential viability of office and fine paper recycling programs. The development of Regional and Municipal internal recycling programs will be favourably impacted by demand for recycled paper. The decision to purchase paper with recycled content will 'close the loop'; the practice of paper recycling is incomplete without the corresponding act of purchasing paper with recycled content.

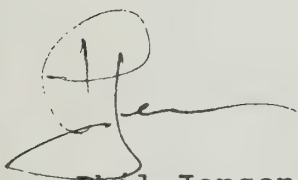
The Statement of Principle states that a "cost analysis is required in order to ensure that the products are made available at competitive prices". Information from paper suppliers indicates that recycled paper may cost five to ten percent more than paper with no recycled content, but in some cases, paper with recycled content can be less expensive than the alternative.

Cont'd...

-page 3-  
June 4, 1990

Cont'd...

Solid Waste Operations staff actively encourage various sectors in the community to stimulate the recycling marketplace by practicing the principles of environmental purchasing. It is our hope that the experience of Solid Waste Operations in this regard will assist others who wish to pursue this practice, including other departments and agencies of the Region.

A handwritten signature in dark ink, appearing to read 'Phil Jensen', with a large, stylized initial 'P' and a horizontal line extending to the right.

Phil Jensen, Waste Reduction Coordinator  
Solid Waste Operations

PJ/vb



MAY 17 1990

O. C. A. D.

19(a)

337 Fennell Ave., E., Hamilton, Ont., L9A 1T5 (416)388-0962

April 25, 1990

Mayer Morrow & Members of Council  
City of Hamilton,  
71 Main St., W.,  
Hamilton, Ont.,

Dear Mayor Morrow & Members of Council;

The Optimist Clubs of the Hamilton Area are running a "Just Say No" Poster Contest. Last year, the Optimist Club of Hamilton South reached 113 youth ages 5 - 15. This year the Optimist clubs of Ancaster, East Hamilton, Hamilton and Hamilton South have formed the O.C.A.D. organization hoping to reach 2,000 youth ages 5 - 15 with this successful chemical abuse program.

McDonald's Hamilton area restaurants will be handing out applications for the month of May and also will provide refreshments or gift certificates at the awards ceremony.

The Hamilton Redbirds will be providing some prizes, coloring books and will be sponsoring their "Just Say No" night the same date as our Awards Ceremony, Saturday, June 23.

The date for this event is set for June 18 - 23, 1990 and posters will be displayed for the week at the following Malls: Centre Mall, Eastgate, Lincridge and Westcliffe. On Saturday, June 23 each mall will hold an Awards Ceremony for their area. This week will be proclaimed "O.C.A.D.'s Just Say No" Chemical Abuse Week by the Town of Ancaster and the City of Hamilton.

We would like to ask the City of Hamilton for financial assistance for this very important event. Please find the proposed budget and last year's report attached.

Your assistance in this matter will be greatly appreciated and will not be overlooked.

Thank you for your consideration in helping this worthwhile program.

Yours in Optimism,

*Cathie Speakman*  
Cathie Speakman  
Secretary O.C.A.D.

*To Committee*  
*J.C.C.*  
*members*

FRIEND OF YOUTH

Proposed Budget

"Just Say No" Poster Contest 1990

T-Shirts.....approx. 2,000 kids @ \$4.50.....	\$9,000.00
Buttons/Pins...Approx. 2,000 kids @ \$1.00.....	2,000.00
Rentals.....Stages, sound system, easles etc.....	200.00
Postage.....Letters, minutes, etc. ....	200.00
Printing.....40,000 applications (quote..1,302.00)	
certificates, programs etc.....	1,500.00
Prizes.....1st, 2nd, 3rd in each age group.....	500.00
Miscellaneous/contingencies.....	850.00
Advertising.....	500.00
Refreshments....(taken care of by McDonald's).....	
	<hr/>
	\$14,750.00

Donation Letter

Please return to: Mrs. Cathie Speakman  
337 Fennell Ave., E.,  
Hamilton, Ont.  
L9A 1T5

If you require further information or assistance please contact  
Optimist Cathie at 382-0962 or Optimist Gary Hill at 575-0384.

(Please Print)

Company, business, Association, Local or other name:

-----

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact person: \_\_\_\_\_

Amount of donation: \$ \_\_\_\_\_

-----

(If you would like your donation to go towards specific items  
we will do our best at fulfilling your wishes)

Please put our donation towards the following:

T-Shirts.....

Prizes.....

Buttons.....

Advertising.....

Rentals.....

Printing .....

Other.....  
(Please Specify)

Please use our donation in any way you deem necessary.....

Comments.....

.....

.....



HAMILTON SOUTH OPTIMIST CLUB

"Just Say No" Project  
Poster Contest

March 6th - 11th, 1989.

Our Club held a poster contest for young people between the ages of five and fifteen. MacDonald's restaurant, at Harvard Square on Mohawk Road West, gave out the applications during the month of February and received the finished posters with a deadline of the 28th of February. Attached is a copy of the application.

These posters were displayed at Westcliff Mall, Upper Paradise and Mohawk Rd. W., from March 6th - 11th, 1989, with a small program and presentation held on the Saturday morning. The Mayor, the Chairperson of the Board of Education, an Officer from the Safety Branch of the police department, the Manager of Harvard Square McDonald's, our Optimist Governor and Lt. Governor were all present at this presentation and we had a great time. For entertainment, we had 15 minutes of moral songs and values along the theme of "Just Say No". This performer was very good and had all the children participating in a very few minutes.

1000 applications were made, 113 posters were submitted and 42 participants were present at the Saturday event. With parents, observers and Optimists there was a good group for the presentation.

The posters were so well done it was difficult to pick prizes by grouping the ages so we gave a prize in each age group. Along with these special prizes each participant received a T-shirt, a button and those present received refreshments.

Two of Hamilton South Members donated prizes along with some of our Hamilton Companies, therefore our Club did not have to buy prizes. The pizza was donated by Gino's Pizza, of Westcliff Mall, and the Pepsi was donated by Pathfinders Beverages, on Mebo Road. This left us with the T-shirts, buttons and supplies to buy out of the Club monies. Of course, since our project started with no money behind us we now have to have a few fund raisers to help pay for this project.

Family Members of both Clubs, East Hamilton and Hamilton South helped with this event and this was very much appreciated.

Optimist Barb worked hard and the difficult job of manning the booth which was set up during this week was accomplished. President Cathie did much more than her share.

Thanks to everyone who helped, our "Just Say No" Program went very well.

Recommendations:

Although the March Break was taken into consideration, the week-end we chose was the beginning of that week, therefore, not all children were able to participate in the presentation on the Saturday. This might be remembered if we choose to do this project again. For our first try everything came together just right.

The Mall chosen was not a very busy Mall but they tried to help us in every way possible. This project was good for this Mall, and it might be a good idea to try to work with this Mall for future events. If we were going to do it again another year the merchant will know what to expect and probably will help us in other areas. We were even able to have a storage area given to us by Gino's Pizza, This was very helpful.

All items sold should be kept separate and categorized so not all monies go into one pot. This is one area we have learned about by experience.

Betty L. Brown, Chairperson  
Community Services  
March 21, 1989.

# Just Say No: Participation Award



This Award is presented to

\_\_\_\_\_  
(name)

For participation in

"Just Say No" poster contest"  
(event)

on March 5-11, 1989  
(date)



signed \_\_\_\_\_  
(Just Say No Chairperson)

signed Lathie Speakman  
(Club President)

"JUST SAY NO" POSTER CONTEST

March 11th, 1989  
10:00 a.m.

PROGRAM

President Cathie Speakman: Welcome

Lt. Governor Ray Barr: Introduction of Guests

Ms. Carrie Moore: 'Children's Entertainer'

Ms. Moore has recently moved from California where she worked as a school teacher. She has written many songs for children, and has performed in some of our Hamilton schools. Ms. Moore is hoping to become a permanent resident of Hamilton, and use her talents to help our young people learn about the good things in life

Governor Don McCallum: Presentation of Prizes, t-shirts and certificates

Mayor R. Morrow

Alderman Tom Murray

Mrs. Mary Kaye Clarke

Officer Ron Wheeler

Mrs. Mona Beitschat

President Cathie Speakman: Closing remarks

The Optimist Club of Hamilton South would like to thank all those who have been involved in this community project, our "Just Say No" Poster Contest.

Those on the Committee have worked hard to make this a successful event. Thank you, and all!





THANK YOU!

Mayor Robert Morrow

Alderman Tom Murray

Mrs. Mary Kay Clarke

Chairman, Hamilton/Wentworth Board of Education

Officer Ron Wheeler

Safety Branch, Hamilton/Wentworth Police Department

Ms. Carrie Moore

Children's Entertainer

Mrs. Mona Beltschat

McDonald's, Harvard Square

Govenor Don McCallum

Optimist Club

Lt. Govenor Ray Barr

Optimist Club

Addiction Research  
20 Hughson St., #508

A & P  
Westcliff Mall

Barton High School  
75 Palmer Rd.

Canadian Tire  
Gag & Fennell

Complete Rental  
Richwill Rd

Especially For You  
Gag & Fennell

Gino's Pizza  
Westcliff Mall

John Bear Pontiac Buick Ltd.  
1200 Upper James Street

McDonald's Restaurant  
Harvard Square

Pathfinders Beverages  
255 Nebo Rd. (Pepsi)

Proctor & Gamble  
Burlington St. E.

Southmount Baptist Church  
Stonechurch Rd.

Toys R Us Head Office  
Rexdale, Ontario

Union Drawn Steel Co.  
Burlington St. E.

Westcliff Mall  
and all who helped set up

Woolworth's  
Fennell & Gage

The Optimist  
Club of Hamilton South



*The Optimist  
Creed*

\* Promise Yourself

To be so strong that nothing can disturb your peace of mind.

To talk health, happiness and prosperity to every person you meet.

To make all your friends feel that there is something in them.

To look at the sunny side of everything and make your optimism come true.

To think only of the best, to work only for the best, and expect only the best.

To be just as enthusiastic about the success of others as you are about your own.

To forget the mistakes of the past and press on to the greater achievements of the future.

To wear a cheerful countenance at all times and give every living creature you meet a smile.

To give so much time to the improvement of yourself that you have no time to criticize others.

To be too large for worry, too noble for anger, too strong for fear and too happy to permit the presence of trouble.

# FINANCIAL STATEMENT

Just Say No  
Poster Content  
March 6th - 11th, 1989.

## Income:

Union Drawn Steel Co.	\$	50.00
John Bear Motors	\$	25.00
Booths:		
Shirts		
Buttons		
Donations		
Fashion Show Tickets		
B - Total	\$	350.50
	\$	425.50

## Expenses:

Photocopies	\$	23.28
Photocopies (No receipt)		15.34
Stationary & Supplies		37.72
Complete Rentals		34.56
Total paid	\$	110.90
Shirts		\$1,105.00
Shipping		10.00
Buttons & Tax and shipping		54.00
Pictures and reprints		40.00
Total-Bills not received		\$1,759.00

## Total Expenses:

\$1,759.90

Shirts not received (6 adults)

42.00

\$1,307.90

Amount for O.I.	\$1,127.00
Pictures	70.00
Total owed	\$1,197.00
Bank total	314.60

Amount needed \$ 882.40

Fashion Show on April 5, 1989 should give us a few more dollars.

INFORMATION NETWORK OF  
THE INDIGENOUS PEOPLES  
OF THE AMERICAS  
INIPA



June 4, 1990

Mayor Robert Morrow  
City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Your Worship

We are pleased to inform you of the creation of INIPA, which has as a main goal to foster awareness of the issues pertinent to the justice and well-being of Indigenous peoples throughout the Americas. The city of Hamilton has been chosen as the site for INIPA due to the increasing population of Native people in this community and also because of the well-gained reputation of Hamilton as a city of solidarity spirit.

As an initial activity we would like to participate in the "First Continental Meeting of Indigenous Peoples" which is going to be held in Quito, Ecuador, from July 17 to July 21 in 1990. Participation in this event by an INIPA representative is extremely important, as it will strengthen our ties with organizations that share our goals.

As a new non-profit organization we must count on financial support from the community in order to participate in this important event. We must raise money for the airfare, with all other expenses to be covered on our own. INIPA would appreciate your financial support towards the cost of transportation, and as a response to your generosity we would share with you the information we gather.

Please find enclosed the outline of goals and objectives of INIPA.

Thank you for your time and consideration, we look forward to your reply.

Sincerely,

Jose Zarate  
Co-ordinator

Walter Cooke

54 Lechearne Street

Tona Mason

Hamilton, Ontario Canada

LSR 1W1

T. 7 + A 19(1)





# INFORMATION NETWORK OF THE INDIGENOUS PEOPLES OF THE AMERICAS INIPA

Hamilton, Ontario

## Background

A group of native people decided to fill the gap in accurate, reliable and up-dated information on Indigenous peoples' concerns. This absence of knowledge will be fulfilled by the operation of INIPA, which serves as a unique and positive alternative after meticulous and prolonged research by its founders.

The INIPA location was strategically selected to serve a target group of neighbouring First Nation Reserves, and the increasing population of Native people living in Hamilton, as well as the rest of the community, and across Ontario and throughout Canada in general. In a parallel manner, INIPA will foster links with the United States, Mexico, Central and South America. In this, it will contribute to the well-gained reputation of Hamilton as a city of solidarity spirit.

The INIPA time frame will consist of three phases:

Phase I: During this phase, INIPA will implement a daily up-dated directory of people and organizations engaged in Native issues throughout the Americas.

Phase II: INIPA will contact those sources listed in the directory who are willing to share or contribute to the needed resource material. This will also be realized through loan, exchange or subscription. Also, the paid acquisition of books, and other materials will be made. In this way, the library operation will be successfully accomplished.

Phase III: This final phase will start with the operation of the library and the publication of a newsletter, "The Indigenous Voices" which will contain philosophical thoughts or poems, analytical contributions for further discussion, concerning events, and book reviews and new releases.



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# INFORMATION NETWORK OF THE INDIGENOUS PEOPLES OF THE AMERICAS INIPA

Native communities, self-sufficiency, economy, health, medicare, education, poverty and exploitation, alcoholism and drug abuse, spiritual belief, rural-urban migrations, relocation and traditional culture.

To compile and maintain a list of people and organizations involved in studies, media and/or research of Indigenous peoples' affairs throughout the Americas.

To provide resource people for the purpose of organizing and holding seminars, conferences and workshops on Indigenous peoples' issues.

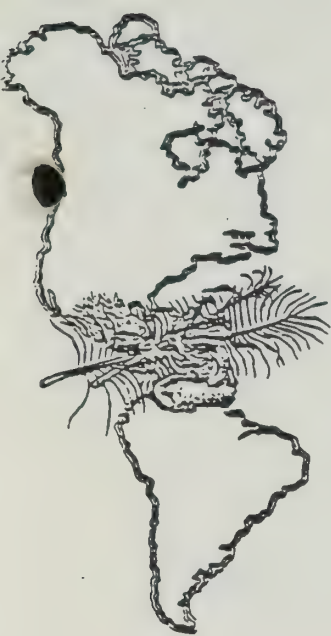
To sponsor lectures at schools, colleges, universities and community organizations.

For more information contact:

Tona Mason  
Telephone: (416) 545-1715 (day)

Jose Zarate  
Telephone: (416) 523-7356 (Evenings)





# INFORMATION NETWORK OF THE INDIGENOUS PEOPLES OF THE AMERICAS INIPA

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Jose Zarate  
Telephone: (416) 523-7356 (Evenings)



20(a)

Culture & Recreation

Memorandum

\*\*\*\*\*

TO: Mrs. Susan Reeder, Acting Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Mr. R. Sugden  
Director of Culture & Recreation

OUR FILE: Committees  
- Civic

SUBJECT: Resolution From The City Of Cambridge  
- Funding Criteria For "Recreational  
And Social Services Programs"

DATE: 1990 June 4

JUN 4 1990

I would heartily endorse the pursuit of this resolution by the Finance and Administration Committee and Council.

Many of the recreational programs and services that are neighbourhood oriented include a strong social component. These vital social services are delivered through recreational initiatives and are most deserving of enhanced funding from the Ministry of Community and Social Services.

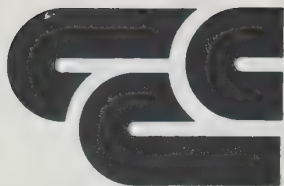
Thus the support of the Association of Municipalities of Ontario to revise the funding criteria of the Ministry to include "recreational and social services" will be an important development.

BS:mp

c.c. Alderman T. Murray  
L. Sage, Chief Administrative Officer

R





The Corporation  
of the City  
of Cambridge

OFFICE OF THE CITY CLERK

P.O. Box 669, 73 Water St. N.  
Cambridge, Ontario, Canada  
N1R 5W8

Telephone (519) 623-1340  
Fax (519) 740-3011

RECEIVED May 16, 1990  
AC-10-2

MAY 22 1990

City Clerk  
City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

CITY CLERKS

Attention: City Clerk

Dear Sir or Madam:

**Re: Resolution - Funding Criteria For "Recreational and Social Services Programs"**

Please be advised that Cambridge City Council, at its meeting of May 14, 1990, passed the following resolution:

The City of Cambridge supports a number of Neighbourhood Associations that provide a variety of recreational programs and services to the residents of the City.

As these recreational programs and services are 'social services' that directly facilitate the development of the community; and as these programs are typically not funded by the Province;

The City of Cambridge requests the Association of Municipalities of Ontario to petition the Province to revise its funding criteria for 'recreational and social services programs'.

AND THAT this resolution be circulated to Regional MPP's and all Ontario municipalities with a population of over 50,000.

Thank you for your attention to this matter, and a reply at your earliest convenience would be appreciated.

Yours truly,

Angie Dobinson  
Council/Committee Co-ordinator

AD/jnm  
cc: Ministry of Community & Social Services

JUN 9 4 1990

20(b)

28 May 1990

RECEIVED

MAY 31 1990

CITY CLERKS

To: Mayor Robert Morrow  
Alderman David Christopherson  
Alderman Terry Cooke  
Alderman Mary Kiss  
Alderman Don Ross

From: McMaster Co-Operative Housing Corporation  
c/o Ray Luft, Chair,  
Wentworth House 109-109A  
Hamilton, Ontario. L8S 4K1.

Re: The development of a co-operative housing complex to provide affordable housing for the graduate student community at McMaster University.

---

Thank you for your personal support to date of our efforts to develop affordable housing for the graduate student community at McMaster University. As you may recall, our intent when last we talked was to file an application with the Ministry of Housing for financial support of a 150-unit housing complex to be built on the West Campus of the University. Our application has now been filed and I am hopeful that a full allocation will be announced in August of this year.

I have been advised, however, that it could prove very helpful if City Council (and Regional Council as well) would endorse a resolution asking the Minister of Housing to look favourably on our application. To this end, I have taken the liberty of preparing a draft resolution. Could you please ask the appropriate committee and Council to give it consideration at the earliest opportunity?

If you require any further information, or if you have any questions, please feel free to contact me at any time. I can be reached at (416) 525-2642 or, at McMaster, at 525-9140 extension 2043. I would be pleased to appear before Committee if required.

Thank you for your continuing support of our efforts.

Sincerely yours,



Ray Luft,  
Chair,  
McMaster Co-Operative Housing Corporation

cc Keith Avery, City Clerk

Draft Resolution  
28 May 1990

**WHEREAS,**

a shortage of on-campus housing in recent years has put increasing pressure on the Westdale area to handle the large number of students requiring accommodation close to McMaster University, and

**WHEREAS,**

demand for off-campus housing in the Westdale and West Hamilton areas often results in overcrowding and violation of Municipal by-laws and fire regulations, and

**WHEREAS,**

the need for affordable housing in West Hamilton, primarily to meet the needs of graduate students (singles, married, and married with dependents) at the University, has been documented in detail and submitted with an application under the FP91 Program filed April 30, 1990 at the Southern Region Housing Programs Office in Hamilton, and

**WHEREAS,**

construction of a housing complex by the McMaster Co-Operative Housing Corporation will relieve some pressure for affordable housing in the Westdale and West Hamilton areas, and

**WHEREAS,**

some 12.5% of the units in the complex will be filled from the Hamilton Housing Authority waiting lists,

**NOW THEREFORE BE IT RESOLVED,**

that the Council of the City of Hamilton respectfully request the Honourable Mr. John Sweeney, Minister of Housing and Municipal Affairs, to expedite approval of an allocation of 150 housing units under the affordable housing program FP91, or the HOMES NOW program, as requested by the McMaster Co-Operative Housing Corporation.



MAY 24 1990

21.

23 May 1990.

Alderman Brian Hinkley, Chairman,  
Finance & Administration Committee.

Dear Brian:

Subject: Area Fire Department Alarms.

I was recently looking over the Annual Report of the Fire Department and was interested in the statistics recorded on Page 16 relative to area fire alarms that we cover each year. The statistics indicate, for instance, that from 1985 to 1989, the requests have doubled for Ancaster, and that we answered 1,186 calls in Stoney Creek last year alone. The total of 2,863 calls represents slightly more than 26% of our 11,007 alarms in 1989, which is significant.

I would like to know what cost recovery program is in place relative to these calls, and would like to have the problem addressed as to what impact that has on the portions of the City from which these calls are answered.

Could this be addressed at the Finance & Administration Committee?

Many thanks.

Sincerely,

Gerry.

Geraldine Copps,  
Alderman, Ward 4.

GC:njb  
Attch.

# Area Fire Department Alarms 1985 - 1989

	<u>1989</u>	<u>1988</u>	<u>1987</u>	<u>1986</u>	<u>1985</u>
<u>Ancaster</u>					
Ancaster 30	276	247	177	191	143
<u>Dundas</u>					
Dundas 20	521	585	510	510	490
<u>Flamborough</u>					
Waterdown 40	608	605	533	477	495
Greensville 80					
Freelton 85					
Lynden 90					
Rockton 95					
<u>Glanbrook</u>					
Binbrook 60	272	244	232	197	244
Mount Hope 50					
<u>Stoney Creek</u>					
Stoney Creek 70	1,186	1,148	963	945	848
Winona 75					
Mud Street 77					
Totals	2,863	2,829	2,415	2,320	2,220



FOR ACTION

22

JUN 12 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: P. Noé Johnson  
City Solicitor

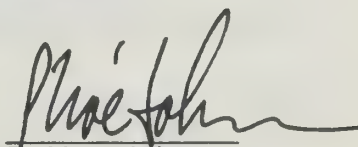
DATE: 1990 June 11  
COMM FILE:  
DEPT FILE: 40-107/90.1

SUBJECT: Fireworks By-law

RECOMMENDATION:

(1) That the attached By-law be enacted.

(2) That the Law Department be authorized and directed to apply to the Chief Judge of the Provincial Court (Criminal Division) for set fines to enable the City to issue Provincial Offence Notices (tickets) for contraventions of the Fireworks By-law.

  
P. Noé Johnson

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A) N/A

BACKGROUND: The first draft of the Fireworks By-law was presented at the Finance and Administration Committee on May 24, 1990. The draft was referred back to the Litigation Division of the Law Department at the request of the City Solicitor to revise the enforcement provisions.

DISCUSSION: The revisions were drafted and circulated to the Fire Department and the Office of the Clerk for comment, they include:

**insurance** provisions will reflect the current requirements of the City's deductible;

**supervision** of children using family fireworks;

**PERMIT**- preconditions to issuance; and

**Power to revoke** the PERMIT under certain circumstances was added.

The intent of the By-law was not altered by these changes. Attached for ease of reference is the original report prepared by the Fire Chief.

**FOR ACTION**

REPORT TO: Mr. J. D. Thompson, Secretary,  
Finance and Administration Committee

FROM: Mr. G. Baker, Chief

DATE: 1990 May 7

COMM FILE:

DEPT FILE: HFD-FW-90

SUBJECT: By-law Respecting Fireworks

RECOMMENDATION:

- (a) That the attached draft by-law be reviewed by the Finance and Administration Committee and presented to Council for enactment
- (b) That the City Solicitor's Department be authorized and directed to apply to the Chief Judge of Ontario for set fines to enable the City to issue offence notices (tickets) for contravention of the Fireworks By-law.

---

FINANCIAL IMPLICATIONS:

N/A

BACKGROUND:

The Legislation Committee at its meeting held Monday 1989 July 17 approved the following recommendation forwarded to them from the Secretary of the Licensing Committee dated 1989 June 19:

That the Legislation Committee be requested to review with the Fire Chief any concerns he has regarding By-law No. 79-128 with respect to the storage and display of fireworks within retail stores in the City of Hamilton.

In a memorandum dated 1989 July 28 from the Secretary of the Legislation Committee, the Fire Chief was directed to prepare a report on this matter for Committee review.

Subsequently, a task group was assembled consisting of representatives of the following:

- (a) City Solicitor's Office;
- (b) City Clerk's Office;
- (c) Hamilton-Wentworth Regional Police;
- (d) Hands Fireworks Inc.;
- (e) Hamilton Fire Department - Fire Prevention Division.

The task group decided at the first meeting on 1989 September 7 that as By-law No. 79-128 had not been reviewed for ten years, the entire regulation should be evaluated.

The attached draft is the result of the task group's deliberations.

SIGNIFICANT CHANGES:

1. The attached draft by-law repeals the existing Fireworks By-law No. 79-128, and re-writes a new set of regulations to govern the setting off of fireworks in the City of Hamilton. In general, these regulations are based on the provisions of By-law No. 79-128, but are re-written to take into account recent amendments to the federal Explosives Act, and the Municipal Act.

For example, under the Explosives Act, R.S.C. 1970, c.E-15, as amended, the sale of fireworks to persons under the age of 18 is prohibited. By-law No. 79-128 prohibits the sale of fireworks to persons under the age of 16. The attached draft By-law accords with the federal requirements in this regard, and provides for a prohibition on the sale of fireworks to any person under the age of 18.

2. Fireworks are permitted to be set off on Canada Day as well as on Victoria Day. Under By-law No. 79-128, fireworks were permitted to be set off on Victoria Day only.

This is in keeping with the practice in surrounding communities. At the present time, 33 municipalities in Ontario allow the sale of family fireworks for July 1st celebrations (see attached list). This encourages Hamiltonians to purchase fireworks outside the City and to set them off illegally within the City limits. This situation places local retailers at an obvious disadvantage.

In addition, when fireworks are permitted to be set off at a second time in the same year, stock clearance is facilitated, and the dangers inherent in storing fireworks are thereby reduced.

3. Regulations respecting the sale and display of fireworks, the location of fireworks display sites, and the setting off of fireworks have been tightened up to reflect the safety concerns of the Fire Department, the Regional Police Department, and Hands Fireworks Inc., the only manufacturer of fireworks in Canada.

In particular, the attached draft by-law prohibits sales from any area except an established store, and regulates sales from established stores in a more controlled manner.

In addition, the attached draft by-law requires a site inspection after the display has been set off, continual interim surveillance pending a final site inspection, and a final inspection within 12 hours after the termination of the fireworks display.

4. The conditions for obtaining a permit to set off Display Fireworks have been specifically outlined in the by-law. An Application form has been attached to the by-law as Schedule "A". And authority has been delegated to the Manager of Licensing to issue a permit where all conditions for the issuance thereof have been met.

5. Certain specified representatives of The Corporation of the City of Hamilton, the Fire Department, and the Regional Police Department have been delegated authority to enforce the by-law. They may inspect the site of a fireworks display, and where infractions of the by-law are evident, they may issue an Order to Comply on the form attached to the by-law as Schedule "D".

6. Contraventions of this by-law constitute an offence which, upon conviction may attract a fine up to a maximum of \$2,000.00.



Communities that allow the sale of family fireworks for July 1st (Canada Day) are as follows:

1. Toronto and all surrounding areas such as Mississauga, Etobicoke, North York, East York and Scarborough
2. Niagara Falls - open season from May 1st to Labour Day
3. Crystal Beach
4. Sherkston Beach
5. Fort Erie
6. Gananoque - open season from May 1st to Labour Day
7. Aurora
8. Windsor
9. Grand Bend
10. Collingwood
11. Beamsville
12. Beachville
13. Amherstburgh
14. Ajax
15. Acton
16. Belleville
17. Bowmanville
18. Burlington
19. Chatham
20. Cobourg
21. Cambridge
22. London



23. *Lincoln*
24. *Leamington*
25. *Milton*
26. *Nepean*
27. *Newmarket*
28. *North Bay*
29. *Oakville*
30. *Oshawa*
31. *Owen Sound*
32. *Peterborough*
33. *Woodstock*

Bill No.

The Corporation of the City of Hamilton

BY-LAW NO. 90-

Respecting:

**FIREWORKS**

**WHEREAS** paragraphs 30 and 31 of Section 210 of the Municipal Act, R.S.O. 1980, Chapter 302, as amended, provide as follows:

210. By-laws may be passed by the council of all municipalities:

30. For regulating the sale of fireworks or any class or classes thereof and for prohibiting the sale of fireworks or any class or classes thereof on any day or days during the year or to any person under the age of twelve years.
31. For prohibiting or regulating the setting off of fireworks or any class or classes thereof in the municipality or in any defined area or areas thereof and for requiring a permit for the holding of fireworks displays and prescribing the conditions under which fireworks displays may be held under such permit;

**AND WHEREAS** the Council of The Corporation of the City of Hamilton passed By-law No. 79-128 on the 24th day of April 1979 to prohibit and regulate the sale and setting off of fireworks;

**AND WHEREAS** the Council of The Corporation of the City of Hamilton, in adopting Item of the Report of the Finance and Administration Committee at its meeting held on the day of 1990 directed that By-law No. 79-128 be repealed and replaced as hereinafter provided.

**NOW THEREFORE** the Council of The Corporation of the City of Hamilton enacts as follows:

1. In this by-law,

- (a) "Chief of Police" means the Chief of Police for The Regional Municipality of Hamilton-Wentworth;
- (b) "City" means The Corporation of the City of Hamilton ;
- (c) "Display fireworks" means high-hazard fireworks for recreation, including firecrackers, that are classed under Class 7, Division 2, Subdivision 2 under the Explosives Act, R.S.C. 1970, c. E-15, as amended, and the Explosives Regulations made thereunder, and includes but is not limited to rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, batteries, illuminations, set pieces and pigeons;

- (d) **"family fireworks"** means low-hazard fireworks for recreation that are classed under Class 7, Division 2, Subdivision 1 of the Explosives Act, R.S.C. 1970, c. E-15 as amended, and the Explosives Regulation made thereunder, and includes but is not limited to firework showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes, sparklers, and other similar devices, but does not include Christmas crackers and paper caps containing not more than twenty-five one-hundredths of a grain of explosive on average per cap, devices for use with such caps, safety flares, or marine rockets;
- (e) **"Fire Chief"** means Chief of the Fire Department of the City of Hamilton;
- (f) **"firecracker"** means a pyrotechnic device that explodes when ignited and does not make any subsequent display or visible effect after the explosion but does not include paper caps containing not more than twenty-five one-hundredths of a grain of explosive on average per cap, devices for use with such caps, safety flares, or marine rockets;
- (g) **"magazine"** means magazine as defined in the Explosives Act, R.S.C. 1970, c. E-15, as amended, more particularly described in Schedule "C" hereto annexed;
- (h) **"motor vehicle"** means motor vehicle as defined in the Highway Traffic Act, R.S.O. 1980, c. 198, as amended;
- (i) **"PERMIT"** means permission to hold a fireworks display granted by the City of Hamilton on a completed Permission of Local Authority form, affixed to FORM 1, hereto annexed as Schedule "A", signed and issued by the Manager of the Licence Division for the City of Hamilton;
- (j) **"prohibited fireworks"** includes but is not limited to cigarette loads or plugs, exploding matches, sparkling matches, ammunition for miniature tie clip, cufflink, or key chain pistols, auto alarms or jokers, "cherry bombs", M-80 and silver salutes and flash crackers; throw down and step on torpedoes, and crackling balls; exploding golf balls, stink bombs and smoke bombs, tear gas pens and launchers, party poppers and table bombs, table rockets and bottle skyrockets, fake firecrackers and other trick devices or practical jokes, each of which is more particularly described in Schedule "B" hereto annexed;
- (k) **"retail sale"** means a sale for the purpose of consumption or use and not for resale;
- (l) **"shop"** means a building or part of a building, booth, stall or place where goods are exposed or offered for sale.

**PART 1****Firecrackers**

2. (1) No person shall possess, offer for sale, cause or permit to be sold, or sell any firecrackers or other prohibited fireworks.

(2) No person shall discharge, fire, set off or cause, or permit, to be discharged, fired or set off any firecrackers or other prohibited fireworks.

**PART 2****Family Fireworks**

3. (1) No person shall offer for sale, cause or permit to be sold, sell or possess family fireworks unless,

- (a) the fireworks are included on the most recent list of authorized explosives as published from time to time by the Explosives Branch of the Department of Energy, Mines and Resources (Canada), or their successors;
- (b) the fireworks are displayed in lots that do not exceed 25 kilograms each in gross weight;
- (c) the fireworks are displayed in a package, glass case or other suitable receptacle away from inflammable goods; and
- (d) the fireworks are displayed in a place where they are not exposed to the rays of the sun or to excess heat.

(2) Notwithstanding subsection (1), no person shall offer for sale, cause or permit to be sold, or sell family fireworks from an outdoor stand, tent, van, trailer, or motor vehicle.

4. Fireworks displayed in any shop window shall be mock samples only and shall not contain explosive composition.

5. No person who offers for sale any family fireworks shall, at any time, keep or permit the keeping of any family fireworks in any location in a shop unless the location is designated and posted as a "no-smoking" area.

6. (1) No person shall offer for sale, cause or permit to be sold or sell family fireworks except on Victoria Day, Canada Day, and each of the seven days immediately preceding Victoria Day and Canada Day.

(2) No person shall offer for sale, cause or permit to be sold or sell family fireworks to any person under the age of eighteen years.



7. (1) No person shall set off family fireworks except on Victoria Day and Canada Day.

(2) No person under the age of eighteen years shall set off family fireworks except under the direct supervision and control of a person eighteen years of age or older who shall, at all times, remain physically present in the immediate area where the fireworks are being set off.

(3) No parent or guardian of any person under the age of eighteen years shall allow or permit that person to set off family fireworks except under the direct supervision and control of a person eighteen years of age or older who shall, at all times, remain physically present in the immediate area where the fireworks are being set off.

8. No person shall set off or hold a display of family fireworks on any land that is not owned by him or her, unless written permission for the setting off or the holding of a display of family fireworks on a date to be clearly specified in the written permission, has been obtained from the owner, lessee or person in charge of the land.

9. No person shall set off family fireworks into, inside of, or on any building, accessory building, structure, or motor vehicle.

10. No person shall set off or continue to set off family fireworks or shall display family fireworks that create a nuisance or that create or may create an unsafe condition as regards danger from fire or from risk of accident or injury at or in respect of any place, location or site, or to or in respect of any person, property or thing.

11. (1) Subject to subsection (2), no person shall set off family fireworks, into, in, or on, any highway, street, lane, square or other public place which the public or any member thereof uses or may use.

(2) Nothing in subsection (1) shall prohibit the display of family fireworks in a public place in accordance with the provisions of this Part.

### PART 3

#### Display Fireworks

12. (1) No person shall offer for sale, cause or permit to be sold, sell or possess Display fireworks unless the fireworks are included on the most recent list of authorized explosives as published from time to time by the Explosives Branch of the Department of Energy, Mines and Resources (Canada) or their successors;

(2) No person shall set off or shall hold a display of Display fireworks without a PERMIT issued by the City of Hamilton and signed by the Manager of the Licence Division for the City of Hamilton.



13. (1) Any person eighteen years of age or over, who is duly authorized under the Explosives Act (Canada) and approved thereunder as a Display Fireworks Supervisor by the Chief Inspector of Explosives, may make application in writing to the City of Hamilton, Manager of the Licence Division, for a PERMIT to set off or hold a display of Display fireworks.

(2) Every application for a PERMIT under subsection (1) shall be made on Form 1, hereto annexed as Schedule "A", and shall be complete as to the information required.

(3) Every application for a PERMIT under subsection (1) shall include, a fully and correctly completed Form 1, and:

- (a) proof of liability insurance, in an amount equal to the City's deductible under its general liability policy as it exists from time to time, naming The Corporation of the City of Hamilton as co-insured and where applicable naming The Regional Municipality of Hamilton-Wentworth also as co-insured, and containing a cross-liability clause; and
- (b) completion in full of the Hamilton-Wentworth Regional Police Access To Information Waiver on Schedule 1 to Form 1 hereto annexed as Schedule "A"; and
- (c) proof that the applicant has been approved by the Chief Inspector of Explosives as a Display Fireworks Supervisor; and
- (d) a description of the site to be used for the setting off of the Display Fireworks, sufficient to identify and locate the site, and where more than one site is proposed, a separate application shall be made for each site; and
- (e) proof that Section 17(1) and (2) have been complied with; and
- (f) such further and other information as the Manager of the Licence Division, after consultation with the Chief of Police and the Fire Chief, may require.

14. Every application for a PERMIT under section 13 shall be made not less than 30 days before the setting off or the holding of the display of Display fireworks.

15. (1) Before signing and issuing the Permission of Local Authority form, the Manager of the Licence Division shall obtain a report from the Fire Chief and from the Chief of Police.

(2) The Manager of the Licence Division for the City of Hamilton shall not sign the Permission of Local Authority form where,

- (a) a report from the Chief of Police under subsection (1) indicates that the Applicant has, within a period of ten (10) years immediately prior to the date of the application, a record of criminal conviction for improper or careless use, or wilful misuse, of fireworks or explosives, or arson or an arson-related conviction, or a record of conviction under this by-law or any of its predecessors, or

- (b) a report from the Fire Chief under subsection (1) indicates that the proposed site is not suitable for a display of Display fireworks, or
- (c) the Applicant does not affix to the completed application form a certificate of insurance showing general public liability and property damage coverage in an amount equal to the City's deductible on its general liability policy as it exists from time to time, naming the City of Hamilton as co-insured and where applicable naming The Regional Municipality of Hamilton-Wentworth also as co-insured, and containing a cross-liability clause.

(3) Where the Applicant has submitted a completed and correct application under Section 13 and the provisions of Section 15(1) have been satisfied, subject to Section 15(2), the Manager of the Licence Division shall sign and issue the Permission of Local Authority.

(4) Where the Manager of the Licence Division does not sign the Permission of Local Authority pursuant to the provisions of Section 15(2)(a), the Applicant shall have the right to apply to the Licence Committee of the City of Hamilton for a waiver of the requirement set out in Section 15(2)(a).

(5) Where an application is made to the Licence Committee pursuant to Section 15(4), the Committee shall conduct a hearing pursuant to The City of Hamilton Act, 1978, and shall determine, having regard to all of the evidence presented, whether the requirements of Section 15(2)(a) should be waived. In making its determination the Licence Committee shall have regard to the following:

- (a) public safety;
- (b) the risk of damage to property;
- (c) the character of the Applicant; and
- (d) any other factors, which in the opinion of the Committee, are relevant to the determination of the issue.

(6) Where the Licence Committee, after holding a hearing under Section 15(5), has any reason to believe that the character of the Applicant may be bad, or that the granting of the PERMIT would create a reasonable apprehension of risk to public safety or of damage to property, it shall deny the application and no Permission of Local Authority shall be issued to the Applicant.

(7) Where the Licence Committee has determined, after a hearing, that the requirements of Section 15(2)(a) should be waived with respect to an Applicant, and the Applicant's application is otherwise complete and correct, the Manager of the Licence Division, shall sign and issue the Permission of Local Authority.

16. (1) Every PERMIT issued under section 15 shall specify the name of the applicant, the name of the sponsoring organization if applicable, the date, time and a sufficient description of the site for the setting off or display of Display fireworks to enable it to be identified and located.

(2) No person shall set off or hold a display of Display fireworks at a date, time, location or site other than that specified in the PERMIT.

17. (1) Notwithstanding section 16, no person shall set off or hold a display of Display fireworks at any location or site without the written permission of the owner of the site or an authorized representative thereof.

(2) No person shall set off or hold a display of Display fireworks on any location or site without the written permission of the owner or an authorized representative thereof of all neighbouring lands upon which debris may be reasonably expected to fall.

18. No person shall exhibit, display, offer for sale, cause or permit to be sold, or sell Display fireworks unless prior to the sale the fireworks are kept and maintained in a magazine licensed by the Explosives Branch of the Department of Energy, Mines and Resources (Canada).

19. No person shall give, offer for sale, cause or permit to be sold or sell Display fireworks to any person, unless that person

- (a) is eighteen years of age or older,
- (b) holds a valid Fireworks Supervisor's Card, and
- (c) holds a valid PERMIT issued by the City of Hamilton.

20. Every person to whom a PERMIT is issued under section 15 shall,

- (a) provide and maintain fully operational fire extinguishing equipment ready for immediate use, and present at all times and for a reasonable period thereafter, at the location or site of the setting off or holding of a display of Display fireworks;
- (b) conform to the provisions of the current issue of the Fireworks manual as published from time to time by the Explosives Branch of the Department of Energy, Mines and Resources (Canada), or any successor publication, for the setting off or holding of a display of Display fireworks;
- (c) produce the PERMIT on demand by any person authorized to enforce this by-law under section 28; and
- (d) permit the inspection of any site where the Display fireworks may be stored, set off or displayed, and the Display fireworks themselves together with all associated equipment, by anyone authorized to enforce this by-law, forthwith upon demand.

21. (1) No person except the holder of a valid Fireworks Supervisor's Card shall set off any Display fireworks.

(2) The Fireworks Supervisor who is named on the application to purchase shall be present in person at the display at all times during which the display is being set up, fired and cleaned up.



22. Every person to whom a PERMIT is issued shall, at the immediate termination of the setting off or holding of a display, carry out a site inspection and:

- (a) remove all unused or partly used Display fireworks,
- (b) remove all debris remaining after use or partial use of Display fireworks, and
- (c) return the site to the condition it was in prior to the setting off or holding of the display.

23. (1) Every person to whom a PERMIT is issued shall, at the termination of the setting off or holding of a display, carry out a final site inspection as soon as is practicable during daylight hours, but not later than 12 hours after the termination of the setting off or holding of the display and:

- (a) remove all unused or partly used Display fireworks,
- (b) remove all debris remaining after use or partial use of Display fireworks, and
- (c) return the site to the condition it was in prior to the setting off or holding of the display.

(2) The grounds on which Display fireworks are set off or held shall, after the termination of the setting off or holding of the fireworks, be kept under continual surveillance, by a person eighteen years of age or older, until the final site inspection has been completed by the PERMIT-holder identified under subsection (1).

24. (1) No person shall set off Display fireworks, into, inside of, or closer than 10 metres to, any building, accessory building or structure, or motor vehicle.

(2) No person shall set off Display fireworks within 200 metres of any premises or place where explosives, gasoline or other highly inflammable substances are manufactured, or stored in bulk.

(3) No person shall set off Display fireworks within 200 metres of a hospital, nursing home, home for the aged, church or a school unless the consent of the City and the owner or authorized representative thereof is obtained.

25. Notwithstanding any other provision of this Part, no person shall set off or continue to set off Display fireworks or shall display Display fireworks that create a nuisance or that create or may create an unsafe condition as regards danger from fire or from risk of accident or injury at or in respect of any place, location or site, or to or in respect of any person, property or thing.

26. (1) Subject to subsection (2), no person shall set off Display fireworks, into, or in, or on, any highway, street, lane, square or other public place which the public or any member thereof uses or may use.

(2) Nothing in subsection (1) shall prohibit the display of Display fireworks in a public place in accordance with the provisions of this Part.

## PART 4

## General

27. A PERMIT issued under this by-law is not transferable.

28. (1) In the event of non-compliance with the provisions of this by-law, by any person, an Order to Comply on Form 2 hereto annexed as Schedule "D" may be issued and served upon such person, by,

- (a) the City Clerk, or any authorized by-law enforcement officer for the City; or
- (b) the Chief of the Fire Department, or the Chief Fire Prevention Officer, or any Officer or Inspector of the Fire Department; or
- (c) the Chief of Police or any other police constable.

(2) Every person to whom an Order to Comply is issued, or upon whom an Order to Comply is served, shall, forthwith, take such steps as are necessary to comply with the Order within the time provided for compliance.

29. Where any holder of a PERMIT fails to comply with a request to inspect pursuant to Section 20(d), or fails to comply with an Order to Comply issued pursuant to Section 28, in addition to any other remedy or penalty under this by-law, the Manager of the Licence Division shall immediately revoke their PERMIT and shall forthwith cause them to be served with a written notice of such revocation and upon service of the notice of revocation the PERMIT holder shall forthwith surrender the PERMIT to the City.

30. The following persons are authorized to enforce this by-law:

- (a) the City Clerk, the Manager of the Licence Division, or any authorized by-law enforcement officer for the City; and
- (b) the Chief of the Fire Department, the Chief Fire Prevention Officer, or any Officer or Inspector of the Fire Department; and
- (c) the Chief of Police or any other police constable.

31. Every person who contravenes any provision of this by-law is guilty of an offence and on summary conviction is liable to a fine of not more than \$2,000.00, exclusive of costs.

32. Schedules "A", "B", "C" and "D" hereto annexed are included in and form part of this by-law.

33. By-law No. 79-128, enacted on the 24th day of April 1979, is hereby repealed.



34. This by-law comes into force and effect on the date of its passing and enactment.

35. This by-law may be cited as the Fireworks By-law.

PASSED this                      day of                      A.D. 1990.

City Clerk

Mayor

(1990)      R.F.A.

## SCHEDULE "A"

To

By-law No. 90-

## FORM 1

# APPLICATION TO PURCHASE CLASS 7.2.2. HIGH-HAZARD FIREWORKS FOR RECREATION

(CANADIAN CONTROL CATEGORY 5)

- NOTE: 1. Applicant must be the person supervising the firing of the fireworks.  
2. Submit application to supplier with your order.  
3. Please print.

NAME OF APPLICANT \_\_\_\_\_ AGE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
(AREA CODE)**I HEREBY MAKE APPLICATION TO PURCHASE C.C.C.5 FIREWORKS ON BEHALF OF:**

MYSELF OR: SPONSORING ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOCATION OF DISPLAY \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

I CERTIFY THAT I HAVE COMPLETED A COURSE FOR FIREWORKS SUPERVISORS, HAVE READ, UNDERSTAND AND WILL BE GUIDED BY THE PRINCIPLES AND SAFETY RULES OF THE FIREWORKS MANUAL AND BY THE SPECIFIC INSTRUCTIONS OF THE MANUFACTURER GOVERNING A PARTICULAR FIREWORK

FIREWORKS SUPERVISOR'S CARD NO. \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

**PERMISSION OF LOCAL AUTHORITY**

NOTE: TO BE COMPLETED BY THE LOCAL AUTHORITY HAVING JURISDICTION OVER FIREWORKS DISPLAYS.

The applicant has complied with local requirements and has permission to hold a fireworks display at the location and time mentioned above.

SIGNATURE OF LOCAL AUTHORITY \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

CITY/TOWN/MUNICIPALITY \_\_\_\_\_

Note: This permit must be produced on demand under S.20(c) of the Fireworks By-law No. 90-

Schedule I  
to  
Schedule "A"

HAMILTON-WENTWORTH REGIONAL POLICE  
CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

I, (Surname) \_\_\_\_\_ (Given Names) \_\_\_\_\_  
(Please Print)  
(Maiden name if applicable) \_\_\_\_\_

(Address) \_\_\_\_\_ (Postal Code) \_\_\_\_\_

(Provide previous address if you did not reside at above address for more than five years)

(Previous Address) \_\_\_\_\_

(DOB:) Year \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Sex) \_\_\_\_\_ (Phone Number) \_\_\_\_\_

(Drivers Licence Number) \_\_\_\_\_

Hereby authorize The Hamilton-Wentworth Regional Police Force to release to:

the Manager of the Licence Division of the City of Hamilton, regarding City of Hamilton Fireworks By-law No. 90- , S.15(3)(a), any information pertaining to me, including records of conviction, that may be contained in the records of The Hamilton-Wentworth Regional Police Force,

OR SPECIFICALLY: arson or arson related convictions and/or incidents, improper or careless use of fireworks convictions and/or incidents.

**WAIVER AND RELEASE:**

I hereby release and forever discharge The Hamilton-Wentworth Regional Police, its agents and assigns, and all officers of the said Force, from any and all actions, causes of actions, claims and demands for damages, loss or injury, howsoever arising, which may hereafter be sustained by myself, and waive all rights thereto.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature, organization witness

Where required for LICENCING APPLICATION PURPOSES, I hereby authorize the authority of this document to be valid for a period of SIX MONTHS from the above date:

\_\_\_\_\_  
Signature of applicant

FOR POLICE USE ONLY

DISPOSITION: (CLERK) \_\_\_\_\_ (DATE) \_\_\_\_\_

COPIED AND RETURNED:

## SCHEDULE "B"

To

By-law No. 90-

## PROHIBITED FIREWORKS

Commodity	Description
Cigarette loads or plugs	Small explosive charges designed for insertion in cigarettes or cigars which will cause them to explode after the victim takes a few puffs.
Exploding matches	Resemble ordinary book matches and are designed to explode after a certain delay, usually about the time they are in position to light a cigarette.
Sparkling matches	Also resemble the normal book matches but send out a shower of sparks.
Ammunition for miniature tie clip, cufflink or key chain pistols	A violent type of blank ammunition made up for use as a novelty.
Auto alarms or jokers	Supposedly designed as burglar alarms but are really for a practical joke; when wired to the ignition system of a car they operate with a loud screeching whistle followed by copious emission of smoke and a loud explosion.
"Cherry" bombs, M-80 and silver salutes, and flash crackers	Very violent firecrackers which annually cause serious injuries; they are considered far too violent and contain an excessive charge of a prohibited fireworks composition.
Throw-down and step-on torpedoes, and cracking balls	Small objects designed to explode on impact; some of the latter are so shaped and coloured as to look like children's breakfast cereal or candy balls.
Exploding golf balls	Designed to explode and emit a cloud of smoke on impact.
Stink bombs and smoke bombs	Often made to resemble cherry bombs and salutes; are used for practical jokes (also prohibited from importation under Memorandum D33-1 Importation of Offensive Weapons).
Tear gas pens and launchers	Resemble a pen, may contain a mechanism activated by an explosive, and are supposedly for protection against muggers, but are more commonly used as offensive weapons or as practical jokes (also prohibited under Memorandum D33-1).
Party poppers and table bombs	Designed to project paper streamers or dispense party favours, the smaller ones are made of coloured plastic, shaped like champagne bottles.
Table rockets and bottle skyrockets	Small fireworks designed to be launched from a table or a bottle and bursting in a shower of sparks or a cloud of smoke.
Fake firecrackers and other trick devices or practical jokes	Any article which employs or simulates an explosive or a pyrotechnic for a trick or joke.

SCHEDULE "C"

To

By-law No. 90-

DEFINITION OF MAGAZINE

Explosives Act, R.S.C., 1970, c. E-15

Amended 1974-75-76, c. 60

Amended 1980-81-82-83, c. 165, S. 37

"magazine" means any building, storehouse, structure or place in which any explosive is kept or stored, but does not include

- (a) a place where an explosive is kept or stored exclusively for use at or in a mine or quarry in a province in which provision is made by the law of that province for efficient inspection and control of explosives stored and used at or in mines and quarries,
- (b) a vehicle in which an authorized explosive is being conveyed in accordance with this Act,
- (c) the structure or place in which is kept for private use, and not for sale, an authorized explosive to an amount not exceeding that authorized by regulation,
- (d) any store or warehouse in which are stored for sale authorized explosives to an amount not exceeding that authorized by regulation, or
- (e) any place at which the blending or assembling of the inexplusive component parts of an authorized explosive is allowed under section 8.



**SCHEDULE "D"**  
to  
**BY-LAW NO. 90-**



The Corporation of the City of Hamilton  
Hamilton, Ontario

**FORM 2**

# ORDER TO COMPLY

ISSUED TO FIRE WORKS SUPERVISOR		LOCATION
NAME		DATE
ADDRESS	TELEPHONE NO.	TIME
SPONSORING ORGANIZATION		

In accordance with the City of Hamilton Fireworks By-law No. 90- , an inspection was conducted and the following violations were noted:

PART	SECTION	DETAILS OF VIOLATION

If the above violations are not corrected by (date/time) \_\_\_\_\_, you will be prosecuted for failure to comply with the requirements of the Fireworks By-law.

Section 31, of the City of Hamilton Fireworks By-law, reads as follows:

Every person who contravenes any provision of this By-law is guilty of an offence and on summary conviction is liable to a fine of not more than \$2,000.00, exclusive of costs.

**N.B.** In addition to any other remedy or penalty under this by-law, Section 29 provides that upon failure of any holder of a **PERMIT** to comply with an Order to Comply, the Manager of the Licence Division **SHALL** revoke the **PERMIT**.

RECEIVED BY	DATE	OFFICER/INSPECTOR	DATE

**DISTRIBUTION**

1. Fireworks Supervisor
2. Manager of Licence Division
3. Issuing Authority
4. Energy, Mines, and Resources Canada, Explosives Branch  
Attn: Chief Inspector of Explosives



K.E. AVERY  
CITY CLERK

J.J. SCHATZ  
DEPUTY CITY CLERK



CITY HALL  
HAMILTON, ONTARIO  
L8N 3T4

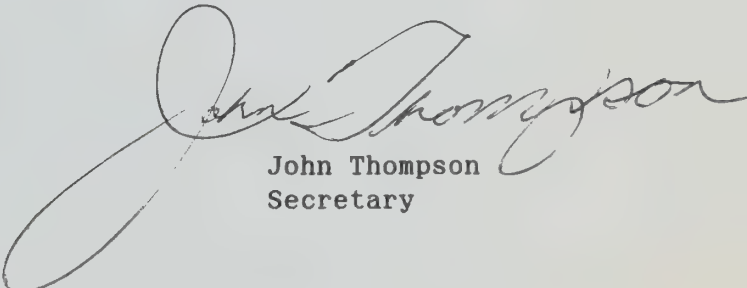
TEL: 546-2700  
FAX: 546-2095

**THE CORPORATION OF THE CITY OF HAMILTON**  
OFFICE OF THE CITY CLERK

CA40NHBLA05  
CSIF31  
URBAN/MUNICIPAL  
1990

**NOTICE OF MEETING**

**FINANCE AND ADMINISTRATION COMMITTEE**  
**Thursday, 1990 July 26**  
**9:30 o'clock a.m.**  
**Room 233, City Hall**

  
**John Thompson**  
Secretary

**A G E N D A**

9:30  
a.m.

1. **CONSENT AGENDA**

2. **CITY CLERK**

- (a) Municipal Elections
- (b) Letters of Application - Hamilton Status of Women Sub-Committee and Taxi Advisory Committee

3. **DIRECTOR OF PROPERTY**

- (a) Consultant Selection for Co-ordination Services for the Asbestos Abatement Program for the City and Region
- (b) New Fire Station #2 - Upper Wellington and Stone Church Road
- (c) Senior Project Manager/Architectural Division

10:00  
a.m.

4. **CITY SOLICITOR**

By-law Re: Records Retention Schedule

5. **H.E.C.F.I.**

Emergency Repair/Replacement of Electrical Cable - Method of Financing



6. CHIEF ADMINISTRATIVE OFFICER

Hamilton Strategic Plan: Future Actions

7. ALDERMAN D. AGOSTINO

Smoke Alarms in Apartment Buildings

10:30  
a.m.

8. ALDERMAN D. ROSS

"Huskie" International Hockey Tournament - Program  
Advertising

9. FRENCH SUB-COMMITTEE

Francophone Association of Municipalities of Ontario  
Founding Conference - Approval of Attendance

10. RESOLUTION

Town of Richmond Hill - Roadway Improvement

11:00  
a.m.

11. BREAK

12. DELEGATIONS

11:05

- (a) 91st Highlander's Athletic Association  
- Sponsorship of The Hamilton Spectator Indoor Games,  
1991 January 10-11 (Report to Follow)

- (b) Applicants for Citizen Appointment to the Hamilton  
Public Library Board Corporation:

11:15 a.m.

John Ellis

11:20 a.m.

Henrietta Pecyna

11:25 a.m.

Michael Riley

11:30 a.m.

- (c) Mrs. E. Bortolussi - Development Charges By-law

11:35 a.m.

- (d) Mrs. Margaret Tsangarakis - Review of Rent for "It's  
All Greek To Me!" Restaurant Patio Cafe on Jarvis  
Street





11:45  
a.m.

13. TRANSPORT AND ENVIRONMENT COMMITTEE

Literacy Courses - Municipal Employees

14. REPORT OF SUB-COMMITTEE TO REVIEW VISIBLE MINORITY SURVEY

15. COMMISSIONER OF HUMAN RESOURCES

- (a) Reclassifications and New Positions - Department of Culture and Recreation
- (b) Salary Reclassifications - Public Works Department, Parks Division
- (c) Red Cross Swimming Instructor Reclassification

12:00  
noon

16. LUNCH

12:45  
p.m.

17. BUDGET PROCEDURES FOR FINANCING  
OVEREXPENDITURE/UNBUDGETED ITEMS

- (a) Clarification and revision of Section 25 of the Procedural By-law
- (b) Report of Treasurer Re: Procedure for Processing an Overbudget Account for Both the Current and Capital Budgets

1:30  
p.m.

18. TREASURER

- (a) Optional Service - Hamilton Municipal Retirement Fund
- (b) User Fee Study
- (c) Reserves
- (d) Capital Projects in Process as of 1990 June 30
- (e) Summary of Revenues and Expenditures for the Six Months Ended June 30, 1990 Compared with Budget

2:30  
p.m.

19. IN-CAMERA AGENDA

20. NEW BUSINESS

21. ADJOURNMENT



2(a)

FOR ACTION

REPORT TO: Mr. J. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. J. J. Schatz  
Deputy City Clerk

DATE: 1990 July 20  
COMM FILE:  
DEPT FILE:

SUBJECT: MUNICIPAL ELECTION

RECOMMENDATION:

That the attached report dated 1990 July 10 from the City Clerk respecting Municipal Elections be received and that no action be taken at this time by the Finance and Administration Committee to initiate changes to the current election procedure.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

As noted in the attached report.

BACKGROUND:

See attached report.

**CITY OF HAMILTON**  
**INFORMATION REPORT**

*REPORT TO:* Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

 *FROM:* Mr. K. E. Avery  
City Clerk

*SUBJECT:* Municipal Elections

*DATE:* 1990 July 10

***BACKGROUND:***

As requested by the Finance and Administration Committee, I offer the following comments and observations respecting a comparison between the use of paper ballots with a manual count and Votamatic card ballots with a computerized count at a municipal election. For your information, paper ballots and a manual count were last used by the City of Hamilton at the 1976 election and Votamatic with card ballots have been used for the last five regular municipal elections in 1978, 1980, 1982, 1985 and 1988 and by-elections in 1979, 1984, 1987 and 1990.

Over the years the Provincial Government has enacted Statutes and passed regulations to ensure that all possible situations at a municipal election are covered and inequities or irregularities do not occur. One area which cannot be covered by statute or regulation is human error.

I would like to assure the Committee that I have no problem with the use of paper ballots at municipal elections. My only concern lies with a manual count used in conjunction with paper ballots. The new election systems being marketed offer the best of both worlds, in that paper ballots can be used with computerized tabulation. This retains the accuracy necessary in an election system and allows the use of paper ballots. Based on information currently available, I expect to be recommending, at the appropriate time, that serious consideration be given to implementing a paper ballot - computerized count (ie. optic scan) system, for the 1994 municipal elections.

The report which follows compares a manual count system with a computerized count system.



## ACCURACY OF RESULTS

The most important element of any municipal election is the accuracy of the count. I offer the following example of how figures can be transposed when a paper ballot with a manual count is used, giving a candidate an incorrect number of votes without any way of detecting the error.

To illustrate:-

There are three Aldermanic candidates in a ward and 300 voters cast their votes. Because each voter can vote for two Aldermen, the maximum number of votes to be counted cannot exceed 600 nor can the number of votes counted for any one candidate exceed 300.

Candidate A receives	-	193 votes
Candidate B receives	-	186 votes
Candidate C receives	-	<u>112 votes</u>

TOTAL CAST		<u>491 votes</u>
------------	--	------------------

The total number of votes counted has not exceeded the maximum possible of 600 nor has the number of votes counted for any one candidate exceeded the maximum of 300 so everything is as it should be.

In the counting of votes on paper ballots, the votes cast are called by the D.R.O. to the poll clerk and entered on a tally sheet under the candidate's name. Following the completion of the manual count, the totals from the tally sheet are called by the poll clerk to the D.R.O. who enters them on two copies of the Statement of the Deputy Returning Officer.

In transferring figures from the tally sheet to the statement results could be shown as:

Candidate A receives	-	193 votes
Candidate B receives	-	186 votes
Candidate C receives	-	<u>211 votes</u>

TOTAL CAST		<u>590 votes</u>
------------	--	------------------

There has been a transposition of figures for Candidate C. Candidate C has now been credited with 99 additional votes that were not cast for him.

Because the maximum count of 600 has not been exceeded and because the maximum count of 300 for any one candidate has not been exceeded, there is no way to catch an error like this. In this illustration, the statement of the D.R.O. would appear to be correct and the results would be accepted as submitted and counted towards the total number of votes for each candidate.

I must emphasize that this example illustrates what could occur. This situation cannot occur when card ballots are used as no manual count is involved.

## RECOUNT

The accuracy of counting ballots over the last nine (9) elections and by-elections where Votamatic has been used has been verified by two (2) recounts which have been held, one in 1978 and one in 1982. I believe the accuracy of Votamatic as proven in the two recounts has been instrumental in the fact that no further recounts have been requested since. This has saved the taxpayers money and enabled the candidates to have complete faith in the election results.

At the 1978 Election there was a thirteen (13) vote difference in the votes cast for the office of public trustee in Ward 7 and an official recount was requested. At the same election there was a twelve (12) vote difference in the votes cast for the office of separate school trustee in Ward 2. No official recount was requested in Ward 2 at this time as the two parties involved decided to await the result of the recount in Ward 7 to see the accuracy of the new system.

Ballots produced on the Votamatic system always give the same results as election night if computer tabulated a second time, therefore only the manually reproduced ballot cards are examined in a recount. The recount proceeded with only the reproduced ballot cards being examined, to verify that they had been reproduced as exact duplicates of the originals. The recount was completed in one morning and the original election night results verified. Presumably because of the accuracy of the system, no official recount was requested in Ward 2.

In the 1982 election, there was a 67 vote difference in votes cast for two Aldermanic candidates in Ward 5. A recount was requested and the reproduced ballot cards were checked to verify that they had been reproduced as exact duplicates of the originals. The recount was completed in one morning and the original election night results verified.

In 1976, the last year paper ballots were used by the City of Hamilton, there was a recount for the Office of Controller. It was necessary to hire four (4) teams of D.R.O.'s and Poll Clerks to carry out the recount. There were twenty-three (23) persons involved in this recount. There were two candidates, the Judge and his assistant, the City Clerk and his assistant, four teams each consisting of a D.R.O. and a Poll Clerk, a scrutineer for each candidate working with each of the four teams doing the counting and a member of the maintenance staff of the City handling the ballot boxes. This recount lasted almost two (2) weeks. I realize that this was a city-wide recount whereas the other examples given were for ward recounts, however, the same principle applies.



## POLLS AND ELECTION STAFF

Section 18(a) of the Municipal Elections Act stipulates that "a polling subdivision shall not, so far as is practicable, contain more than 350 electors". Regulation 682 under the Municipal Election's Act provide "To maximize the use of voting recorders (Votamatic), the clerk may divide the municipality into polling subdivisions containing more than 350 electors." The City of Hamilton polling subdivisions contain an average of 550 electors.

Under Votamatic 1,286 election workers were hired for 499 polling subdivisions. If paper ballots and a manual count are used, 2,023 election workers would have to be hired for 786 polling subdivisions, an increase of 737 election workers and 287 polling subdivisions. Needless to say, it would be extremely difficult, if not impossible to hire 2,023 people to work for one day every three years. With the present system requiring only 1,286 people, it is getting more and more difficult to attract a sufficient number of competent people to work. The present system with computer tabulation of ballots is simple for the election worker compared to the amount of work and extra hours involved in a manual count.

With the Votamatic System, an election worker works approximately eleven (11) hours at the poll with no counting to be done at the end. If a paper ballot is used then manual counting is required for the election workers when the polls close. This will take an additional two to four hours, depending on the number of candidates and the voter turn-out. The rate of pay would have to be increased proportionately for all poll workers plus the City Hall staff would work longer hours processing the returns thereby increasing the overtime cost.

Poll Clerks would have to accompany D.R.O.'s to the City Hall because of the possibility of being required to recount their ballots or a portion thereof. This would bring an additional 1,073 persons into City Hall on election night, which would add to the congestion, place an additional burden on the parking facilities and contribute to a delay in the return of ballot boxes and consequently delay tabulating the final results.

With a paper ballot manual count system, up to 287 additional polling place locations would have to be found depending on how many polling subdivisions could be accommodated in each location. A recent amendment to the Municipal Elections Act requires that all polling places be handicapped accessible for the 1990 municipal election. A large number of our current polling locations are not handicapped accessible and will not be for the 1990 election, so substitute locations will have to be found. With the handicapped accessibility requirement, we will be forced to amalgamate a large number of our polling places even with the Votamatic system.

Amalgamation of polling places will mean that many voters will have to travel greater distances to vote than at present. This cannot be avoided because there are not enough suitable polling places in all areas of the city. This existing shortage of suitable polling places would be greatly compounded if additional polling subdivisions were created for a paper ballot manual count system. The creation of additional polling subdivisions would also necessitate a large increase in the election supplies required, additional ballot boxes and additional storage area for those boxes.

## VOTAMATIC

The present Votamatic system consisting of 1,100 vote recorders, 350 demonstration vote recorders and associated equipment was purchased in 1978 at a cost of \$153,000. There is on hand about \$7,000.00 worth of card ballots and related supplies suitable only for use with Votamatic.

If the City of Hamilton returns to the use of a paper ballot and a manual count, this equipment and related supplies will be of no use to the City and with the introduction on the market of more advanced voting systems such as optical scan, it is highly unlikely that our equipment could be sold to another municipality. Anyone moving from a manual count system would purchase the latest state of the art technology, just as the City of Hamilton did when it purchased Votamatic in 1978.

## GENERAL

The polls are open until 8:00 p.m. on election day and the counting of ballots, no matter what type of ballot is used, can only begin after the closing of the poll. Anyone that has been working non-stop since 9:30 a.m. is not very fresh to begin an exhaustive manual count of hundreds of composite ballots. This state of tiredness provides an environment for mistakes to be made.

With the existing Votamatic system, no votes are counted until they have been delivered to the City Hall by the D.R.O.'s. The results from the Advance Polls and a few other polls located in City Hall and in close proximity to City Hall are available by 8:30 p.m.

Unless an equipment malfunction occurs, the final official results are usually available before 11 p.m. Even with an equipment malfunction as experienced in the 1988 election, the final results were still available before midnight, long before they would have been under a manual count system with no problems. A survey of municipalities using manual counts indicated that the majority do not have the final results available until after 2 a.m. the next morning and in many cases not until sometime during the next day.

For the 1991 election, we will initiate a voter education program whereby voting machine demonstrators will visit shopping malls, senior citizen centres, service clubs and other locations to demonstrate the voting machines and answer questions as was done in 1978. It is interesting to note that 40% of voters in the 18-35 age group have only voted on Votamatic in Hamilton's municipal elections and it has been fourteen (14) years since the remaining 60% have voted on paper composite ballots. Our statistics indicate there has been no adverse affect on voter turnout since Votamatic was introduced. Voter turnout prior to the introduction of Votamatic in 1978 was an average of 37% and is now an average of 42%.

The Cities of Etobicoke, North York, Scarborough, St. Catharines, Vancouver, Calgary and Edmonton have implemented new optical scan voting systems and about ten other municipalities including London and Peterborough are expected to follow suit for the 1991 municipal elections. We will continue to monitor the success of these systems and others before recommending any replacement system for Votamatic.

### COSTS

The total cost to conduct the 1988 municipal election on Votamatic was \$305,462. The estimated total cost to conduct a paper ballot manual count election in the City of Hamilton would be \$518,912, an increase of \$213,450 based on 1988 rates. Details are set out in the attached budget sheet.



ADDITIONAL COSTS - PAPER BALLOT MANUAL COUNT  
(based on 1988 rates)

Polling places = \$ 6,840.00

Staff

287 D.R.O.'s @ \$150.00	=	43,050.00
287 Poll Clerks @ \$130.00	=	37,310.00
143 Demonstration Clerks @ \$110.00	=	15,730.00
20 Temporary Stand-bys @ \$35.00	=	700.00

Cost for current number of  
election workers  
(including advance polls)

D.R.O.'s	499 x \$35.00	=	9,440.00
Poll Clerks	499 x \$25.00	=	9,440.00
Demonstration Clerks	258 x \$ 5.00	=	1,290.00
Stand-bys	30 x \$ 5.00	=	150.00

Ballot Boxes = 28,700.00

Election Supplies = 50,800.00

City Hall Staff - overtime = 10,000.00

TOTAL ADDITIONAL COST = \$ 213,450.00

## SUMMARY

1. Computer tabulation of results is more accurate than a manual count.
2. Recounts occur less often and are quicker to conduct on Votamatic than with a paper ballot manual count system.
3. An additional 287 polling subdivisions and an additional 737 election workers would be required with a manual count system.
4. The requirement that all polling places be handicapped accessible will make it more difficult to obtain a sufficient number of polling locations.
5. Election results would not be finalized until at least 2 a.m. under a manual count system as compared to 11 p.m. with Votamatic.
6. A voter education program will be initiated for 1991 to better acquaint the voters with Votamatic.
7. The introduction of Votamatic in 1978 has had no adverse effect on voter turnout.
8. A paper ballot manual count system will cost an additional \$213,450 over the 1988 Votamatic election cost of \$305,462 based on 1988 rates.
9. Consideration will be given to implementing a paper ballot - computerized count (optic scan) system, for the 1994 municipal election.



2(b)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance & Administration Committee

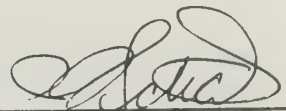
FROM: Mr. K. E. Avery  
City Clerk

DATE: 1990 July 20  
COMM FILE:  
DEPT FILE:

SUBJECT: LETTERS OF APPLICATION -  
HAMILTON STATUS OF WOMEN SUB-COMMITTEE AND  
TAXI ADVISORY COMMITTEE

RECOMMENDATION:

That, consistent with current practice, the necessary arrangements be made for the Finance and Administration Committee to meet with the attached applicants at its next regular meeting on 1990 August 23 to discuss their application for appointment to the above Committees.

  
for K. E. Avery  
City Clerk

FINANCIAL IMPLICATIONS: N/A

BACKGROUND:

Attached are letters of application for citizen appointment to the Hamilton Status of Women Sub-Committee and Taxi Advisory Committee.

att.

HAMILTON STATUS OF WOMEN SUB-COMMITTEE

1 TO BE APPOINTED  
(for a term to expire 1991 November 30)

COMPOSITION	MEMBER WHOSE TERM OF OFFICE EXPIRES	TERM OF OFFICE
2 Members of City Council 14 Citizen Members	Catherine Sindall (Resigned)	1991 November 30

APPLICANTS:

- a) Ms Lynn M. Gates, 497 Dundurn Street South, Hamilton, Ontario L8P 4M2  
(Received Late)
- b) Ms. Marlene Thomas, 663 King Street E., Hamilton, Ontario, L8N 1E5
- c) Ms. Ilene Uylett, 359 Magnolia Drive, Hamilton, Ontario, L9C 6N6



THE REGIONAL MUNICIPALITY OF HALTON  
HEALTH DEPARTMENT

Hc

a

Burlington District Office  
460 BRANT STREET, BURLINGTON, ONTARIO L7R 4B6  
TEL: 416-639-5141 FAX: 416-639-5320

*awor*

July 11, 1990

RECEIVED

Mr. Avery  
City Clerk  
City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

CITY CLERKS

Re: Status of Women Committee

Dear Mr. Avery:

I understand that there is currently one position vacant on the Status of Women Committee. Please find attached my curriculum vitae as an application for this position.

My reasons for wanting to participate on this committee are many and varied. Firstly, as a well-educated women employed in a well-paid position, I recognize that I am very privileged. Being an exception, rather than the norm, and having benefited from the women's movement, I feel I have a responsibility to contribute to working for social change at the community level.

Secondly, as a health professional, I am well aware of the impact of poverty, low self-esteem and lack of environmental support on the health status of women. These are issues that I would like to contribute my efforts to, beyond my professional duties.

Thirdly, as an individual employed by Regional Government, I have an interest in and an awareness of the municipal political system. I am also committed to working for change within existing government and agency structures.

Fourthly, as a citizen of Hamilton who works in Burlington, I am interested in establishing additional contacts with the Hamilton community.

Local Inquiries

BURLINGTON  
416/639-4540

HALTON HILLS  
ACTON  
519/853-0501

HALTON HILLS  
GEORGETOWN  
416/878-8113

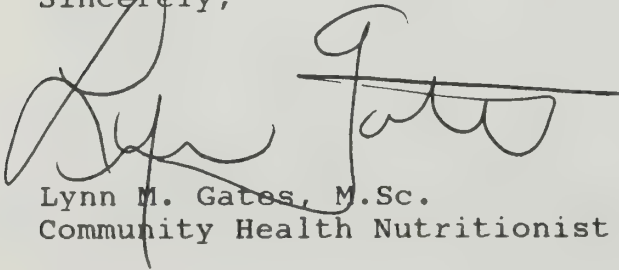
MILTON  
416/878-8113

OAKVILLE  
416/827-2151

As you will note from my resume, I have participated in many committees as a function of my position as Community Nutritionist, indicating my ability to contribute to group discussions and consensus building to date, my volunteer work in the Hamilton area has focused on participating in letter writing campaigns for Amnesty International and being the Secretary for the Hamilton Tennis Club.

In summary, I feel that my skills in program planning and evaluation, community needs assessment and community development would contribute to the effectiveness of the Status of Women Committee. I look forward to hearing from you regarding this position.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Lynn M. Gates', is written over the typed name and title.

Lynn M. Gates, M.Sc.  
Community Health Nutritionist

LMG:jlh

Attachment

**LYNN M. GATES**  
**497 Dundurn Street South**  
**Hamilton, Ontario**  
**(416) 528-1913**

**EDUCATION:**

- 1982 -** M.Sc., Community Nutrition, University of Manitoba  
Minor - Exercise Physiology  
Thesis Title: Dietary Concerns of Mothers of  
Preschool Children
- 1979 -** Ba.Sc., Applied Human Nutrition, University of  
Guelph

**EMPLOYMENT SUMMARY:**

- 1985 -** Community Nutritionist, Halton Regional Health  
Department
- 1983 - 1985** Nutrition Director, Niagara Regional Health Services  
Department
- 1983** Research Assistant, Ludwig Institute For Cancer  
Research
- 1982** Research Assistant, Nutrition Information Service,  
Ryerson Polytechnical Institute

**PROFESSIONAL AFFILIATIONS:**

- Canadian Dietetic Association
- Ontario Dietetic Association
- Ontario Society of Nutritionists in Public Health
- Ontario Public Health Association

## **COMMITTEE MEMBERSHIP:**

- 1990 - •Strategic Planning Committee, Ontario Dietetic Committee - Member.
- 1989 - 1990 •Nutrition Advisory Panel, Health Promotion Branch, Ontario Ministry of Health - Member.
- 1988 •Mandatory Program Review Committee, Public Health Branch, Ontario Ministry of Health - OSNPH Representative.
- 1987 - •Sport Nutrition Advisory Committee, Sport Medicine Council of Canada - Representative for the Canadian Dietetic Association.
- 1986 - 1989 •Nutrition Committee, Ontario Dietetic Association - Chair.
- 1987 - 1988 •Ad-Hoc Committee of Nutritionists in Management, Ontario Society of Nutritionists in Public Health - Member.
- 1985 - 1987 •Executive Committee, Ontario Society of Nutritionists in Public Health - Member-at-large.
- 1984 •Preschool Slide Committee, Ontario Ministry of Health - Member.
- 1984 - 1985 •Ad-Hoc Committee on Nutrition Assessment of High Risk Pregnancies, Public Health Nutritionists - Chair.

## **PUBLICATIONS:**

- Gates, L. Fitness for the '80's. Diabetes Dialogue 35(1): 15, 1988.
- Gates, L., Boyd Withers, C. and Hugenholtz, E. Involvement of Ontario fitness instructors in providing nutrition education. J.Can.Diet.Assoc. 47(4):222, 1986
- Gates, L. A survey of the nutrition needs of Niagara seniors. O.N.E. Bulletin Summer:6, 1986.
- Gates, L. and Campbell, M. An assessment of the dietary concerns of mothers of preschool children O.N.E. Bulletin Fall:4, 1983



RE

b

Charlene Coutts  
Status of Women  
City Clerks Desk  
City Hall  
Hamilton, Ontario

Marlene Thomas  
663 King St. East  
Hamilton, Ontario  
L8N - 1E5.

June 28, 1990

Re: Status Of Women

Dear Ms. Coutts:

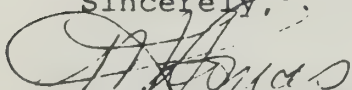
It has been brought to my attention that there is a vacancy on the committee of 'Status of Women'. I am intrested in becoming a member of this committee, and is now applying to fill in this vacancy.

I have enclosed a copy of my resume, which I entrust will be satisfactory.

I have been involved in the community for the past 15 years in all aspects as a volunteer.

I believe with my experiences, the committee will find me a welcome addition.

Sincerely,



Ms. Marlene Thomas - President  
Commonwealth of Dominica Association



## PERSONAL RESUME

MARLENE THOMAS

663 KING ST. E.

HAMILTON, ONTARIO

L8N - 1E5

(416) 521-1875

### CAREER OBJECTIVE:

I wish to be the best in my field, and prove that I am a successful organizer of daily activities whatever they might be. Recognizing this goal I must enjoy my work, and have customers and employees enjoy my services and my directions.

### PERSONAL HISTORY:

Have 2 children; one girl and one boy.

I was born on March 13, 1953 in Pointe Carib, Commonwealth of Dominica.

Immigrated to Canada in 1974.

### EDUCATION:

At Convent High School in the Commonwealth of Dominica.

I successfully completed my G.C.E. OLevel (equivalent to a College Degree).

Through out my employment years I have completed various credit courses, some of which are; psychology, Sociology, Transactional Analysis, "Speed Reading"/English, Chemistry, Biology.

## WORK EXPERIENCE:

Before immigrating to Canada, I was an Elementary School teacher, and taught Kingergarten to Grade Eight. Upon arriving in Canada I got into the Health Service field; while attending classes and taking care of my young family.

1975 - 1979; Nurse Aide for different agencies.

Duties involved taking care of geriatric patients.

1980 - 1984: Sales Manager for Tupperware Canada.

Duties involved managing a sales force of 25 dealers.

1984 - 1989: Executive Assistant/ Tour Co-ordinator for 'Theatre In The Rough'.

Duties involved booking tours, outreach programme to Boards of Education across Canada; Governmental Departments (Municipal, Provincial, Federal), and private Agencies for funding.

1989 to Present: Independent Distributor for Matol Botanical.

Duties involve recruiting individuals to be independent distributors also, distributing Matol products to individuals and repeat customers.

I have handled all aspects of personnel hiring and training. My enterpreneurial background has taught me the necessity of perseverance which is the key to success.

## EXTRA CURRICULAR ACTIVITIES:

President of the Dominica Association of Hamilton

Member of the City of Hamilton Mayor's Race Relations Committee.

Member of the Hamilton Board of Education Planning Committee on the Race Relations Policy.

Member of the Hamilton Social Planning and Research Council.

Member of the Hamilton Heritage and Folk Arts Council; responsible for the "IT'S YOUR FESTIVAL" in Gage Park.

I like to get involved in the community, volunteering my time wherever possible when time permits; as I have a lot of tolerance and understanding of people.

REFERENCES:

Mr. Robert Morrow  
Mayor of Hamilton  
71 Main St. West  
City Hall  
L8P-1H4

Rev. Henderson Nurre - Vicar  
St. Paul's Ecumenical Church  
109 Smith Ave.  
Hamilton, Ont.  
L8L-5P2

Mr. Steve Barrs  
Hamilton Board of Education  
100 Main St. West  
Hamilton, Ont.  
L8N-3L1

J. Ivan Marini - LL.B.  
Partner with the Firm Yachetti,  
Lanza and Restivo  
Terminal Towers  
105 Main St. East  
Hamilton, Ont.  
L8N-1G6

359 Edgemoor Drive  
Hamilton Ont.

L9C626

July 10/90  
383-5517

To The City Clerk  
City Hall, Main St. West  
Hamilton Ont.

RECEIVED

JUL 10 1990

Sir / Madam,

My application is for membership  
on the Sub Committee of the status  
of women. Enclosed is my Resume  
which I hope you will find useful  
in determining my suitability for  
this Sub Committee.

My reason for wanting to become  
a member of this committee is that  
functioning within a group as an equal  
member of that group, together we can  
better serve the needs and interests  
of all groups of women within our  
community thus enriching RTO

the lives of members of our society  
at large.

Personal References supplied on  
Request -

yours Respectfully.

John Hyatt



ILENE MATILDA UYLETT  
359 Magnolia Drive  
Hamilton, Ontario  
L9C 6N6

(416) 383-5517

Education and Continuing Education

1979 - 1983	McMaster University B.A. Social Science (Sociology) with special electives in Labour Studies and Gerontology
1973	McMaster University Interviewing and counselling (credit course)
1971	McMaster University Production Management (general interest)
1955 - 1958	Dreadnought Seamen's Hospital School of Nursing Greenwich, London, England
1955	Wilson's Private Secondary School Guyana, South America

Professional Registration by Examination

1965	College of Nurses, Ontario
1960	Central Midwives Board, Pt. II
1959	Central Midwives Board, Pt. I
1958	General Nursing Council of England and Wales

WORK HISTORY

1967 to 1990  
Ministry of Health  
Hamilton Psychiatric Hospital

Job Title: General Duty Registered Nurse, 1979 to 1990

Duties: Hands on nursing care, treatments and assistance with activities of daily living.

To patients with Affective Disorders, Organic Brain Syndrome and Behavioural Disorders: interviewing of patients and/or relatives. History taking, care planning; assessing and evaluating patient care and care plans. Recording of patient's condition, methods of treatment and results. Taking and recording medication and treatment orders; administration of medications and treatments, carrying out venipuncture for assessing blood and drug levels; implementing any research protocol.

Job Title: Team Co-ordinator. 1977 to 1979

Working with a multidisciplinary team on one unit with two teams. Assessing functioning of teams, planning and participating on unit conferences and teaching rounds. Researching and indexing literature pertaining to specific treatment modalities and drug therapy. Attend and/or conduct individual or group psychotherapy sessions. Participate in psych. drama sessions. Interact on a consultative basis with Phase IV medical students. Participate in special projects such as Time and Job Study. Participate for workshops and conferences on special committees.

Job Title: Team Leader, 1975 to 1979

Follow-up care of patient in community. Interaction with community health and social agencies and resident hostesses. Admission history taking, discharge planning and writing Discharge Summaries. Checking community facilities for their suitability for patient placement.

Job Title: Acting Ward Supervisor, 1975 (6 months)

Unit Management, preparation of staff time sheets, unit staffing; interacting with multidisciplinary staff on unit. Unit staff management and evaluations. Interacting with upper level management.

Job Title: Assistant Ward Supervisor, 1968 to 1975

Assist supervisor with management duties, co-ordinate patient and staff daily activities. Responsible for ward supply, stock checking, all unit procedure and policy manuals and informing staff of changes. Auditing, staff charting in patient records. Act as relief to supervisor for days off, holidays, etc.

Job Title: General Duty Staff Nurse, 1967 to 1968

(See above 1979 to 1990)

Member of Employee Relations Committee, 3 years  
Member of Education Coordinating Committee, 2 years  
Hospital Union-Demand setting Committee, 3 years

1963 - 1967  
Chedoke Hospital

Job Title: General Duty Staff Nurse

Carry out medical surgical procedures; hands on care, giving and recording medications. Taking medication and treatment orders. Charge nurse on off-shifts.

1960 to 1963  
Hartfordshire County  
Health Department  
England

Job Title: District Midwife and Clinical Instructor to Student Midwives

Responsible for pre and postnatal care to pregnant women and babies deliveries; management of pre and postnatal clinics. History taking. Teaching relaxation exercises to patients and husbands. Instructing student and husbands on birthing processing teaching modules and aides. Instructing students on principles of community deliveries. Hands on instruction in deliveries. Review pelvic anatomy and physiology and importance of nutrition. Testing and evaluating student performances.

1958 to 1959

Dreadnought Seamen's Hospital  
Greenwich, London, England

Job Title: Operating Room Nurse (Staff)

Scrub nurse and general duty Operating Room nurse. Assistant to anaesthetist. Monitor post operative patients in Recovery; co-manage Operating Room and Recovery Room.

#### Hobbies and Special Interests

Trained fashion model. Active modelling for fifteen years. Last five to six years occasional teaching of self-improvement to small groups. Hostess to foreign guests and students for ten years. Served Hamilton-Wentworth Children's Aid Society as foster parents for two years. Cooking, Sewing, Occasional golf. Theatre. Music.

#### Business Experience

Managed my own small business which employed from two to twelve persons. Service: domestic cleaning service and home party food catering service.

**TAXI ADVISORY COMMITTEE  
1 TO BE APPOINTED**

(For a Term to Expire 1991 November 30)

COMPOSITION	MEMBER WHOSE TERM OF OFFICE EXPIRES	TERM OF OFFICE
3 Members of Council	Joe Sheeler (Resigned)	1991 November 30
A Representative of each Each Taxi Brokerage	*(Note: Mr. Sheeler was appointed as the Cab Driver/Lessee for this Committee)	
A Representative of Taxi Owners' Association		
One Cab Driver/Lessee*		
One Taxi Owner Not a Member of Taxi Owners' Association		
3 Citizen Members		

**APPLICANTS:**

- a) MR. PETER ELDRIDGE, 607-136 Bay Street South, Hamilton, Ontario, L8P 3H5
- b) MR. DENRICK MUSGRAVE, 90 Adis Avenue, Hamilton, Ontario, L9C 6V3





RE SUBMITTED  
JULY 11/90

Peter C. Eldridge  
136 Bay Street South  
Apt. #607  
Hamilton, Ontario  
L8P 3H5

Tel: (416) 525-9576

JULY 11/90

Mr. AVERY  
City Clerk  
Hamilton City Hall

RECEIVED

CITY CLERKS

RE: Qualifications for Taxi Advisory Committee

My name is Peter Eldridge. I have resided in Hamilton since 1942 and have been a licensed cab driver for about 15 years. The first four years were part time, and the following eleven years full time. I have been an owner, a leaser and a commissioned driver over these years.

I have tried, unsuccessfully, over the past eleven years to organize and reform this industry, via union and open meetings.

I have also witnessed efforts made by others in the industry to organize and change it via social clubs and associations, over the years.

I have listened to the complaints of the public and my fellow drivers for 15 years, and I have some good ideas that I feel a need to express.

I believe that there are at least two sides to every coin, and I analyze and consider every viewpoint before reaching as fair and equitable a decision as possible.

I have most recently proven my fairness, honesty and integrity by successfully asking the Legislative Committee to reduce the number of "plates" to be issued . . . (from 55 to 33), then . . . (from 33 to 25), even though I would have received one of them. I feel this to be one way of helping the industry and have put aside my own prosperity in doing so.

I feel that one of the best qualifications a person can exhibit, while serving on this Committee, is a true caring and concern about the industry, and surely I have proven this beyond any doubt!

REASONS I WISH TO SERVE ON THIS COMMITTEE:

Because I care about the relationship between the taxi business and the people they are meant to serve!

Also, to have the opportunity to express the needs of first, the taxi driver and secondly, the public, without being influenced by either brokerages or the City Corporation.

Mr. ~~XXXXXXXXXX~~

AVERY

- 2 -

September 18, 1989

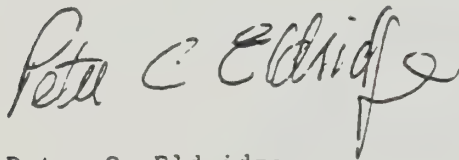
I have witnessed a tremendous need for change in the taxi industry over the past 15 years. Most of these changes can be brought in, with co-operation from all parties concerned, within one year. Most of these changes are viable alternatives to issuing more and more taxi licences.

Problems such as poor late night, early morning and the afternoon rush hours service can be solved without the issuance of more licences, and by doing so, will benefit both the public and those earning their living within the industry.

There are many more traditional problems within the industry, for example, the transient nature of the people in it, which I feel should be analyzed and discussed and changes.

I ask you for the opportunity to make recommendations on taxi issues and concerns which have adversely affected both the industry and the public for as long as I can remember.

Sincerely,

A handwritten signature in cursive script, reading "Peter C. Eldridge". The signature is fluid and stylized, with a long, sweeping underline that extends to the right.

Peter C. Eldridge

RECEIVED

JUL 12 1990

1:45 PM

CITY CLERKS

Mr. Den  
90 Adis  
Hamilto  
L9C-6V3  
416-388  
July 11, 1990

b

Taxi Advisory Committee  
71 Main St W.  
Hamilton, Ont

Dear Mr. K.E. Avery

It is with deep interest that I hereby apply to work on the Taxi Advisory Committee of Hamilton, Ontario.

I am a full time Taxi Driver in Hamilton, and have driven taxi for the past twelve years. I do own two Taxi Plates which are operated through Yellow Cab Company at 430 Cannon St East.

With Hamilton and suburbs expanding quickly I think there is room for growth in the Taxi Industry if handle properly. Being on the Advisory Board would offer better knowledge of the happenings in the business, and would also allow me to give advise, which I think will help better growth in the Industry.

I have lived in Hamilton for the past twenty-one years, since I immigrated here from Dominica in the west Indies. I help to run the Dominica Association of Ontario of which I am now Vice President. Consideration of my application would be greatly appreciated, as a new and constructive input would be a definite asset to the Taxi Industry.

Sincerely

*Denrick Musgrave*  
Mr. Denrick Musgrave





FOR ACTION

3(a)

REPORT TO: Mr. J. D. Thompson  
Secretary, Finance Committee

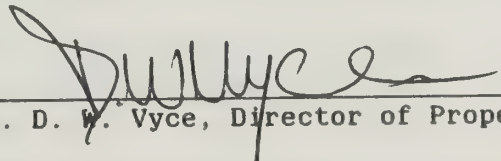
FROM: Mr. D. W. Vyce,  
Director of Property

DATE: 1990 July 18  
COMM FILE:  
DEPT FILE: AD-87-060

SUBJECT: Consultant Selection for Co-ordination Services for the  
Asbestos Abatement Program for the Corporation of the  
City of Hamilton and the Regional Municipality of Hamilton  
Wentworth

RECOMMENDATION:

1. That the firm of Ridesic, Preisman and Robinson Consultants Inc. be awarded the contract to provide consulting/co-ordination services for the Asbestos Abatement Program in conjunction with the Regional Municipality of Hamilton Wentworth at a cost of \$140,512.00 with an additional allowance of \$30,000.00 for contingencies and disbursements.
2. That the City's share of \$85,256.00 for the above services be charged to Capital Budget Account No. CF 319041007 - Asbestos Abatement Program.
3. The Mayor and City Clerk be authorized and directed to execute an agreement with Ridesic, Preisman, and Robinson Consultants Inc. for these consulting co-ordination services in a form acceptable to the City Solicitor.

  
Mr. D. W. Vyce, Director of Property

FINANCIAL IMPLICATIONS:

The City's Capital Budget appropriation is \$550,000.00 and is to provide for the consultant/co-ordination services and minor remedial work. The consultant/co-ordination services shall be cost shared equally with the Regional Municipality of Hamilton Wentworth. The consultant will be invoicing the City and Region accordingly.

BACKGROUND:

The 1990-1994 Capital Budget provides for the development and implementation of an Asbestos Abatement Program. The Asbestos Abatement Program is a joint venture of the City and the Region, the Region having included a similar provision in its Capital Budget. A two year timetable has been projected to include analysis of all City and Regionally owned buildings.

BACKGROUND:.....Cont'd

Proposals for consulting/co-ordination services for the development and implementation of an Asbestos Control Program were requested. Letters of interest and proposals were received from 4 firms.

A selection committee consisting of representation from the Regional Engineering Department, Human Resources Centre and the Property Department reviewed the proposals received and established a short list of consultants for the final selection stage.

The consulting firms selected for the short list were:-

1. Ridesic, Preisman and Robinson Consultants Inc. (Mississauga).
2. Tillyard Scientific Services Ltd. (Brampton)
3. Monenco Consultants Ltd. (Mississauga)

The above firms were selected based on the following criteria:-

- Proposed project task outline of services required.
- Proposed fee schedule.
- The project team and their experience in the asbestos control field including experience in location surveys, asbestos program co-ordination asbestos removal projects, training, and the establishment of operations and maintenance programs.

The short listed firms submitted the following fee proposals:

Ridesic, Preisman and Robinson Consultants Inc.	\$140,512.00
Monenco Consultants Ltd.....	*
Tillyard Scientific Services Ltd.....	\$220,369.00

- \* Monenco Consultants Ltd. is not prepared to enter into a lump sum agreement for the project and did not provide an upset limit for their services when requested.

Interviews and presentation process were carried out with the short listed firms.

Ridesic, Preisman and Robinson Consultants Inc. demonstrated their ability to carry out the required services both in their project proposal and past asbestos related projects and is therefore recommended to carry out the consulting/co-ordination services for the Asbestos Abatement Program.

BACKGROUND:.....Cont'd

On July 17, 1990, Regional Council adopted a resolution Authorizing the awarding of a contract to Ridesic, Preisman and Robinson Consultants Inc. for the Asbestos Control Program, subject to the City of Hamilton's approval, for the program is in fact, a joint venture.

All that remains is for City Council to adopt a similar resolution.

c.c. Mr. Lou Sage, Chief Administrative Officer  
Mr. E. C. Matthews, City Treasurer  
Mr. P. Noe Johnson, City Solicitor  
Mr. R. Swan, Manager, Property Maintenance Division  
Mr. T. Bradley, Manager of Purchasing  
Mr. J. Johnson, Attn: Mr. L. Fenyvesi  
Mr. T. Gill, Attn: Mr. Doug Onishi  
Mr. T. Gill, Attn: Ms. B. Matthews-Malone



ARCHITECTURAL DIVISION

Memorandum

3 (b)

\*\*\*\*\*

TO: Mr. J. Thompson, Secretary  
Finance & Administration Committee

YOUR FILE:

FROM: Mr. D. W. Vyce  
Director of Property

OUR FILE:  
PHONE: 546-4611

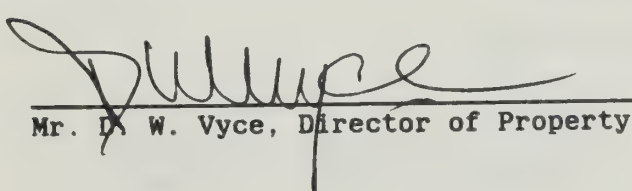
SUBJECT: For Action Report New Fire Station  
Stonechurch/Upper Wellington

DATE: 1990 July 17

You will note that the For Action Report as submitted, does not include the name of the Contractor nor his tender price.

Tenders for this project will close 3 p.m. Wednesday July 25 1990. If all goes as estimated these omissions will be added prior to the July 26th Finance and Administration Committee meeting. If at that time we feel we cannot recommend a contractor or his price we will pull this report from the Agenda.

Because of the importance of the Fire Hall being completed and coming on stream as early in 1991 as practical, we feel by following this procedure, we will be able to make the July 31 Council Meeting.

  
Mr. D. W. Vyce, Director of Property

c.c. Mr. R. Martiniuk, Manager, Architectural Division  
Mr. R. Swan, Manager, Property Maintenance Division  
Mr. T. Bradley, Manager of Purchasing  
Mr. D. Keba, Project Manager  
Mr. G. Baker, Fire Chief



## FOR ACTION

REPORT TO: Mr. J. Thompson,  
Secretary, Finance & Administration Committee

FROM: Mr. D. W. Vyce  
Director of Property

Mr. G. Baker, Fire Chief

Mr. T. Bradley,  
Manager of Purchasing

DATE: 1990 July 16

COMM FILE:

DEPT FILE: AD.87.048

SUBJECT:

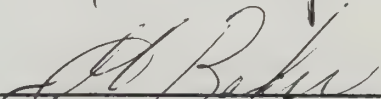
NEW FIRE STATION # 2 - UPPER WELLINGTON AND STONE CHURCH RD., HAMILTON, ONTARIO

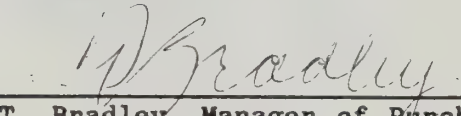
RECOMMENDATION:

- a) That a Purchase Order be issued to  
in the amount of                      for the construction of a new Fire  
Station at Upper Wellington and Stonechurch Road.
- b) That a Contract be entered into with  
satisfactory to the City Solicitor.

NOTE: Lowest acceptable of      Tenders received.

  
D. W. Vyce, Director of Property

  
G. Baker, Fire Chief

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS:

Construction Costs .....	\$	
Architect's Fees .....	\$	113,500.00
Permits, Department of Labour, Soil Tests, etc.....	\$	25,000.00
Furnishings .....	\$	60,000.00
Contingency .....	\$	

TOTAL PROJECT BUDGET (Approved City Council 1989 May 30)... \$1,400,000.00

**New Fire Station # 2.....Cont'd**

BACKGROUND:

1. Project Description:

- .1 Drawings and Specifications were prepared by Yamamoto Architects Inc., approved by City Council on November 28, 1989.
- .2 The City of Hamilton Fire Department requires a new Fire Station to house one pumper truck and a staff of 28 Fire Fighters in four shifts with seven men on duty per shift.
- .3 The total floor area for the building is approximately 8,000 sq. ft. on a 54,000 sq. ft. site on Upper Wellington and Stone Church Road.

c.c. Mr. R. Martiniuk, Manager Architectural Division  
Mr. R. Swan, Manager Maintenance Division  
Mr. D. Keba, Project Manager Architectural Division



FOR ACTION

3(c)

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

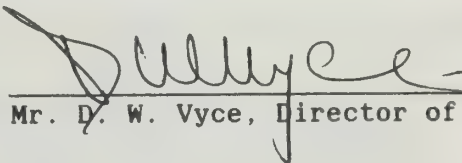
FROM: Mr. D. W. Vyce,  
Director of Property

DATE: 1990 July 19  
COMM FILE:  
DEPT FILE: AD-NP-312

SUBJECT: Senior Project Manager/Architectural Division

RECOMMENDATION:

- a) That approval be given to add one position titled "Senior Project Manager" within the Architectural Division, Property Department
- b) In conjunction with the above, that approval be given to delete one existing "Project Manager" position within the same Division.

  
Mr. D. W. Vyce, Director of Property

FINANCIAL IMPLICATIONS:

- |  |                    |
|--|--------------------|
| 1. New "Senior Project Manager" Position.                          | \$54,850.12        |
| 2. Existing "Project Manager" Position.                            | \$50,107.20        |
| 3. Additional funds required for<br>October 1 to December 31, 1990 | <u>\$ 1,200.00</u> |

BACKGROUND:

1. Financial
  - .1 The new Senior Project Manager will be a non-union position at the 'I' Salary Level which ranges from \$50,472.24 to \$59,471.88 as of July 1, 1990. The upper hiring range will be limited to step 3, or \$54,850.12.
  - .2 The existing Project Manager position is a non-union position, and is at the 'K' Salary Level. The incumbent, Mr. Walter Selzer, is retiring as of August 31, 1990, and is at Step five, or \$50,107.20.
  - .3 The recommendations, if approved, would take affect on September 1, 1990. It is anticipated that the successful candidate will be "on strength" as of October 1, 1990.

BACKGROUND:.....Cont'd

- .4 The increase for 1990 will be offset by either one, or a combination of:
  - (a) Hiring at a lower step.
  - (b) "Gapping" i.e. delaying start date.
  - (c) Transferring funds from "Clerk Typist" position not filled to date.

2. General/Project Management

The responsibilities and relationships of Project Managers within either the private, or public sectors are unique. The management service provided by Project Managers adhere to very strict costing, scheduling, and quality constraints. The additional and very real pressures emanating from co-ordinating public sector interests with the interests of private sector firms, that operate under "time is money" and "bottom line" market principles, requires that project managers be appropriately qualified, experienced, and equitably compensated to the level of responsibility assigned to them.

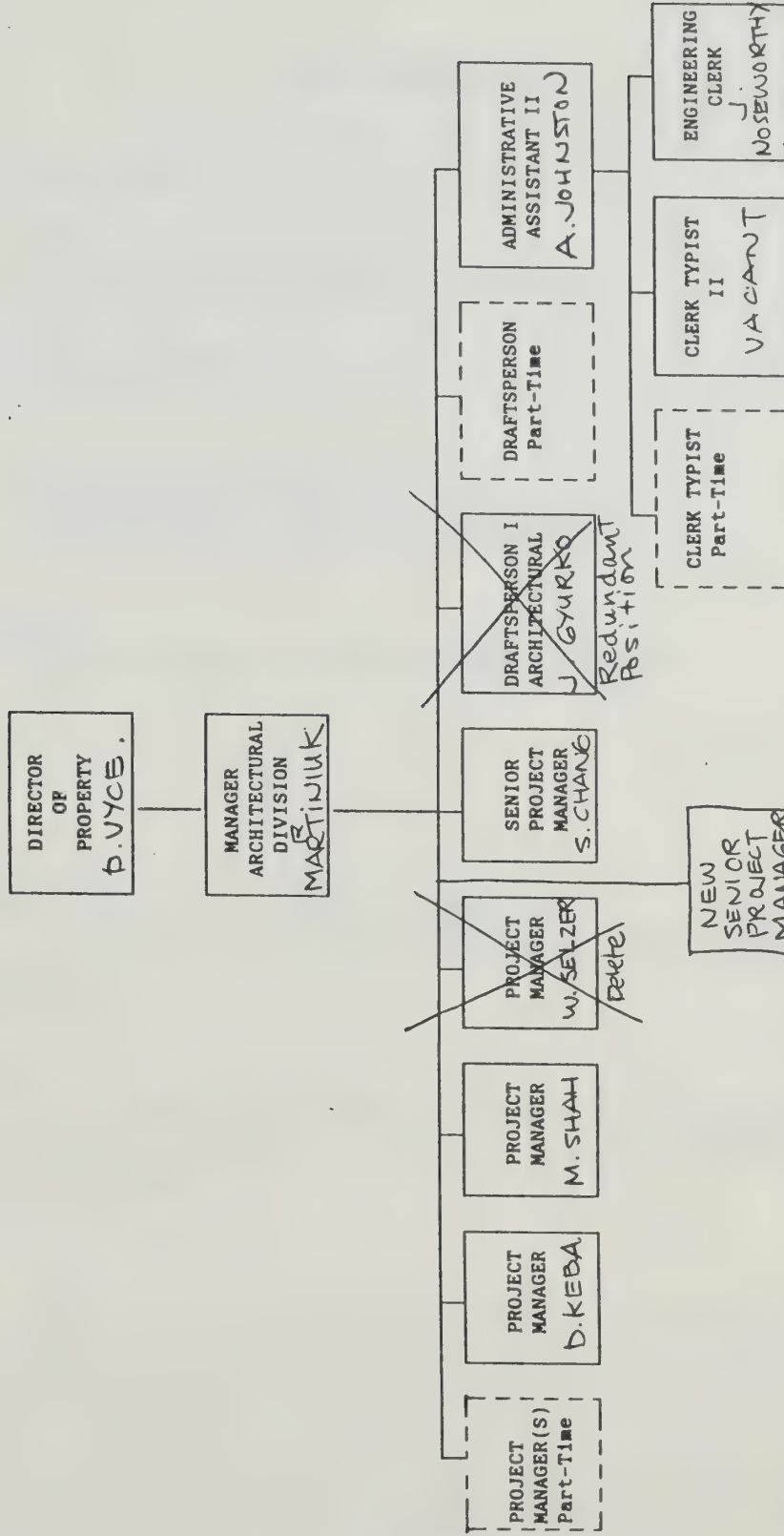
3. Reasons for New Position

- .1 Since the 1987 reorganization of the City Architect's Department which was primarily providing "in-house design" services, the Architectural Division has been making adjustments in order to enhance the "Project Management" service. This change in personnel, the sixth since 1987, continues this effort to provide the City with an effective, and more highly qualified management group.
- .2 The new position's qualifications are significantly different from the existing position. The new Senior Project Manager will be an architect with a minimum of ten years experience, both in the public and private sector, and will either have a business degree, and/or years of practical management experience.
- .3 The incumbent will be directly responsible for managing building projects in the lower multi-million dollar size.

c.c. Mr. Lou Sage, Chief Administrative Officer  
Mr. E. C. Matthews, Treasurer  
Mr. R. Martiniuk, Manager, Architectural Division  
Mr. J. Johnston, Commissioner, Human Resources Centre



May 3, 1989  
JULY 19, 1990.



Note: For 1990 Project Manager(s)/Part-Time will be funded from projects if required. The remaining two part-time positions are funded from the Division's Operating Budget.

1990

Prepared by: R. E. Martiniuk MRAIC  
Manager Architectural, Division

*[Handwritten signature]*



4

**- FOR ACTION -**

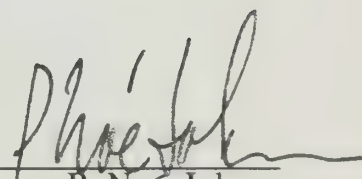
**DATE:** 1990 July 20

**REPORT TO:** Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** Records Retention Schedule  
Department Files- Office of City Solicitor

**RECOMMENDATION:**  
That the Attached amending By-law be enacted

  
P. Noé Johnson

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

A prerequisite to passage is the approval of the Auditor for the City, which has been obtained.

**BACKGROUND:**

The Records Retention By-law with Schedules was enacted July 28, 1981. The records maintained by this Department were not addressed in the Retention schedules previously adopted by Council.

**DISCUSSION:**

The major objective of this Office during the 1990 Budget process, was to review internal records management, prompted by the Municipal Freedom of Information and Protection of Privacy, 1989 legislation which necessitates that a current inventory of all files be maintained. Also significant is the proper use of space and staffing time in relation to file management. This department must reassess its former custom of file storage. A systematic manner for managing legal files has been established, under the guidance of the Legal Assistant. In order to ensure full benefit of the new system, the old files, especially pre-1960 must be inventoried and disposed of in a fashion consistent with the legislation and the needs of the Archives Committee.

Once the records have been inventoried and all record series identified, *archival guidelines* will be developed in consultation with the Archivist and CEO of the City of Hamilton Library, prior to selective retention or disposition in accordance with those archival guidelines being initiated.

The attached schedule was prepared after reviewing comparable time frames in other municipal legal departments, including the current schedule for the Region and the guidelines for file disposition established by the Law Society of Upper Canada. Each Division, spearheaded by its Manager, has addressed the specific documents and rationale for retention affecting its section. The temporary services of a summer student, sufficient funds are provided for in the salaries account, will assist in the compilation of the inventory of files currently housed in the basement and to date not researched.

The Corporation of the City of Hamilton

BY-LAW NO. 90 -

A By-law to Amend the Destruction of Records By-law No. 81-217 as amended to include retention schedule for the Office of City Solicitor.

WHEREAS By-law No. 81-217, passed on July 28, 1981, authorized the destruction of documents in certain departments according to specified retention periods in accordance with s.116 of the Municipal Act, R.S.O. 1980, c. 302; and

WHEREAS it is desirable to provide for the disposition of records of the Office of the City Solicitor upon completion of specified retention periods;

NOW THEREFORE The Council of The Corporation of the City of Hamilton enacts as follows:

1. Section 3 of By-law No. 81-217 is amended by adding to the list of Schedule numbers and City Departments in Table 1, " 13 - Office of City Solicitor"
2. Schedule 13 attached hereto and forming part of this by-law, is annexed to and forms part of By-law No. 81-217.

PASSED this            day of            A.D. 1990.

City Clerk

Mayor

Approved by Pannell Kerr MacGillivray  
the Auditors of The Corporation  
of the City of Hamilton.

DATED at the City of Hamilton,  
this 15 day of June, 1990.

Pannell Kerr MacGillivray



THE CORPORATION OF THE CITY OF HAMILTON

SCHEDULE "13 " TO BY-LAW NO. 81-217

Office of the City Solicitor

<u>Description of Records</u>	<u>Period of Retention</u>
Workers' Compensation Claims Files	7 years
General Claim Files, Litigation	7 years
Prosecutions	2 years
Contracts under seal	20 years
Contracts not under seal	6 years
By-laws - General	keep as long as active, in case of amendments or repeal
By-laws - Specific	2 years
Private Legislation	permanent, until repealed
Legal Opinions	permanent, selective retention*
Tribunals	3 years
General	2 years
Licensing Committee	7 years, selective retention*
Easements, Expropriations, Real Estate Sales/Purchases, Title Opinions, Realty Tax Arrears	Permanent
Subdivision Control, Leases, Liens	10 years, selective retention*
Site Plan Agreements, Real Estate Appraisals, Highway Agreements, ByLaws and Orders	10 years
Boards/Committees	10 years, selective retention*

**Period of Retention** commences from date the file is closed unless otherwise noted.

**Selective Retention** involves reviewing records after the period of retention has expired to determine if disposition of records is appropriate.

Records of Boards or Committees vested in the Region in 1974 shall be disposed of immediately.



Hamilton  
Entertainment  
and Convention  
Facilities Inc.

5  
101 York Boulevard  
Hamilton, Ontario  
Canada L8R 3L4  
Tel. 416/527-7900

JUL 03 1990

MEMO TO: **FINANCE AND ADMINISTRATION COMMITTEE**  
City of Hamilton

FROM: Gabe Macaluso  
Managing Director/CEO  
H.E.C.F.I.

Mr. J. Crane  
Director  
Copps Coliseum/Central Utilities Plant

DATE: June 15, 1990

SUBJECT: **EMERGENCY REPAIR/REPLACEMENT OF ELECTRICAL  
CABLE, CITY HALL METHOD OF FINANCING**

**RECOMMENDATION**

**THAT THE CITY OF HAMILTON'S FINANCE AND ADMINISTRATION COMMITTEE RECOMMEND TO CITY COUNCIL THAT COSTS IN THE AMOUNT OF \$73,211.65 WHICH WERE INCURRED TO REPAIR THE SUPPLY ELECTRICAL CABLE, CITY HALL, BE FINANCED FROM THE C.U.P. RESERVE FOR CAPITAL PROJECTS ACCOUNT, CENTRE NUMBER CH00132.**

Note: The City Treasurer has been consulted and concurs with the method of financing.

**BACKGROUND**

- Failure in the 13.8 KV feed which runs underground across Main Street to City Hall from the Central Utilities Plant was sustained. This occurred Sunday, April 15, 1990, at approximately 8:30 p.m. at which time City Hall experienced failure in one of the two primary feeds from the Central Utilities Plant.
- Following the failure of one of the two primary feeds, the power load was transferred to the alternate feed; power was subsequently restored at approximately 2:00 a.m. on Monday, April 16th.

June 15, 1990

Damage to Electrical Cable:CUP

Page 2

- It became necessary for the Director of the Central Utilities Plant to invoke emergency procedures to repair the failure to the main electrical feed. Invoices have now been received for the work which was completed as follows:

Hamilton Hydro - (purchase of cable)	\$19,945.44
Holaco Installations Ltd. (installation of cables)	\$31,773.58
Region of Hamilton-Wentworth - (supply and installation of concrete vaults, covers and multi-duct bank)	\$15,000.00
Cipolla's Services Ltd. - (electrical work)	\$ 6,492.63
	<hr/>
	\$73,211.65

- Mr. Macaluso's May 22, 1990 report to the Operations Committee, H.E.C.F.I. is attached for more detailed information in respect of the repairs.
- It should be noted that the original supply cable installation, i.e. - cables, vaults and ductbank were approximately twenty five (25) years old. The ductbank across Main Street West was approximately three feet below grade which made the installation very susceptible to the effects of freeze and thaw and vehicle traffic. A problem was in fact experienced less than five years ago whereby the vault on the south end of the ductbank settled causing the asphalt road surface above to collapse.
- With respect to the most recent failure(s) of the cable, it must also be pointed out that a section of the primary feed running under the City Hall forecourt (and completely removed from the road construction activity) also faulted to ground and failed. This may indicate that the supply cable installation was at the end of its lifecycle and in need of replacement.
- Mr. Peter Barkwell, Litigation Counsel for The Corporation of the City of Hamilton, was apprized of the above noted facts. Mr. Barkwell indicated that it would be very difficult to prove conclusively in a court of law that the construction activity caused the failure in the cable.

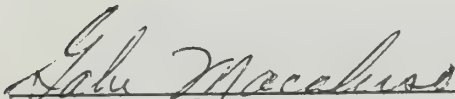
June 15, 1990

Damage to Electrical Cable:CUP

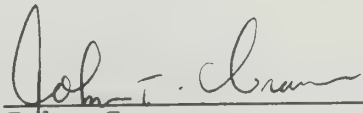
Page 3

- The H.E.C.F.I. Board of Directors, at its meeting held June 15, 1990 approved the foregoing recommendation.

Respectfully submitted,



Gabe Macaluso  
Managing Director/CEO



John Crane  
Director  
Copps Coliseum/Central  
Utilities Plant



**Copps  
Coliseum**

Victor K. Copps  
Trade Centre/Arena

101 York Boulevard  
Hamilton, Ontario  
Canada L8R 3L4  
Tel. 416/527-7900

**FOR INFORMATION**

**MEMO TO:                    OPERATIONS COMMITTEE**

**FROM:                     Mr. G. Macaluso,**  
**Managing Director/CEO**

**DATE:                      May 22, 1990**

**SUBJECT:                 DAMAGE TO SUPPLY ELECTRICAL CABLE,**  
**CITY HALL : COST UPDATE**

- The following report provides an update of costs incurred to repair/replace the main electrical supply cables to City Hall.

Gabe Macaluso,  
Managing Director/CEO.



**BACKGROUND**

As previously reported by Mr. J. Crane, Director, Copps Coliseum/C.U.P. in correspondence dated 1990 April 19, emergency repairs were required to restore the primary power supply to City Hall from the C.U.P. A high voltage cable, i.e. 13.8 KV faulted to ground, subsequently resulting in a power outage at City Hall on the evening of 1990 April 15.

Initially, the course of action developed to remedy the situation, proposed the abandonment of the existing concrete ductbank running across Main Street West and relocating the high voltage cables to a new and enlarged ductbank located approximately 15 feet west of the former. This work was undertaken as detailed below;

- a) Supply of two (2) inch lead PVC jacket cable, 63 metres;  
This cable was purchased directly from the utility company i.e. Hamilton Hydro at a total cost of ..... \$ 7,226.17
- b) Installation of cables across Main Street;  
This work, which involved considerable premium time labour, was performed by Holaco Installation Ltd., Hamilton. Holaco is a reputable, local firm recommended by Hamilton Hydro, which specialize in high voltage installations. The work undertaken involved the placement and splicing of the two primary feeds i.e. main and backup at a total cost of ..... \$ 7,986.40
- c) Supply and installation of concrete vaults and covers and multi-duct bank;  
This work was coordinated through the Regional Engineering Department and was undertaken by Cardeen Construction. Cardeen is the contractor currently involved in the reconstruction of Main Street West in front of City Hall. Although actual invoices for their work have not been received, the cost of same is estimated at \$9,000.00 for supply and \$6,000.00 for installation for a total cost of ..... \$15,000.00
- d) Miscellaneous electrical work i.e. transfer load to back up cable; check cable to determine failure; break out section of cable;  
This work was undertaken by Cipolla's Services Ltd. Cipolla currently performs electrical maintenance on behalf of the C.U.P. in the downtown facilities. Again, considerable premium time labour costs were incurred due to the scheduling of the work. Their work amounted to a total cost of ..... \$ 4,799.93

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SUBTOTAL ... \$35,012.50

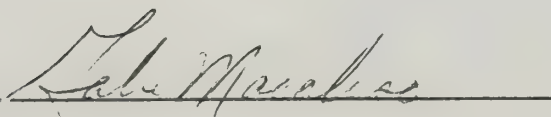
With the section of cable replaced across Main Street, the power was transferred back to the main feed to City Hall. The cable would not carry the applied load and upon further investigation it was determined that there was another break in the length of cable running to City Hall. To correct this problem, a new length of cable was installed from the south side of Main Street to the main electrical room in City Hall. This work was undertaken as detailed below;

a)	Supply of two (2) inch lead PVC jacket cable, 111 metres; This additional length of cable was again purchased through Hamilton Hydro at a total cost of .....	\$12,719.27
b)	Installation of cable; The placement and connection was undertaken by Holaco Installation Ltd. at a total cost of .....	\$23,787.18
c)	Miscellaneous electrical; This work was undertaken by Cipolla's Services Ltd. at a total cost of .....	\$ 1,692.70
SUBTOTAL .....		\$38,199.15
TOTAL .....		\$73,211.65

The work described above was completed on 1990 May 17. Essentially, a new main power feed has been provided for City Hall. A section of the back up supply cable will also have to be replaced in the future and accordingly, provisions will be made in the next Capital Budget for this work.

Mr. L. Sage, C.A.O. was consulted regarding this work and authorization was granted to proceed with the necessary repairs.

Since the financing of the operating and capital budgets for the C.U.P. lies with the City Treasury Department, Mr. E. C. Matthews, City Treasurer will be contacted regarding the method of financing for these above referenced costs i.e. insurance claim, legal action, etc.



G. Macaluso,  
Managing Director/CEO



B. N. Calder, P.Eng.  
Manager of Plant & Building  
Operations.

6.

## FOR ACTION

REPORT TO: J. THOMPSON, SECRETARY  
FINANCE AND ADMINISTRATION COMMITTEE

DATE: July 11, 1990  
DEPT. FILE: 315-0001

FROM: L. SAGE  
CHIEF ADMINISTRATIVE OFFICER

SUBJECT:

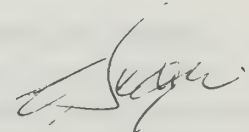
Hamilton Strategic Plan: Future Actions

RECOMMENDATION

That the Finance and Administration Committee appoint six members of City Council together with five members of the Management Team as a Strategic Plan Task Force which would review the actions of the original Strategic Plan and prepare a Terms of Reference for the development of a new Strategic Plan outlining a plan of action and budget.

FINANCIAL IMPLICATIONS

None at this time.



EXPLANATORY NOTE

Many of the actions outlined in the City's Strategic Plan have been successfully completed. Strategic planning within the municipal context allows a municipal government to be responsive to the changing needs of the community by providing a framework for future decision-making. As strategic planning is an on-going exercise, further actions may be required to continue the momentum generated by the City's original Strategic Plan.

BACKGROUND

At a special meeting on April 29, 1988, Council approved the City's Strategic Plan entitled Hamilton 1991: Future Strategic Directions prepared by James F. Hickling, Management Consultants Limited.



The Strategic Plan established a guiding mission statement and a number of goals and objectives "that provide direction for Hamilton's future." In addition, a total of 30 actions (with supportive sub-tasks) were identified that would contribute to the achievement of the six goals. The six goals of the original Strategic Plan were as follows:

- 1) Improve City Image
- 2) Diversify City Economy
- 3) Improve Physical Infrastructure
- 4) Improve Staff/Council Relations
- 5) Improve Corporate Planning/Decision Process
- 6) Maintain and Improve Quality-of-Life

The specific action tasks were allocated to the respective municipal department for completion within 3, 6 and 9-month time-frames. These action tasks are outlined in Appendix A.

As detailed in Appendix A, the majority of the action tasks were completed; however, there are still several outstanding actions that have not been completed. Many of these require City Council initiative and include, for example:

- 1) approving and setting up an Image Development Committee; and,
- 2) approving and appointing members to a Public Relations Group.

Since the majority of the action tasks outlined in the Strategic Plan have been completed or are the on-going responsibility of various departments, these actions have met their intended objectives. As a result, it is now timely for City Council to review its Goals and Objectives as established in the original Strategic Plan and develop a framework for strategic planning through the 1990's.

On May 9, 1989, City Council adopted the following recommendation of the tenth report of the Co-ordinating Committee:

- a) That a committee of members of City Council together with the management team be established as a Strategic Plan Review Committee to re-examine the original goals and actions of the Strategic Plan and refine them in developing new initiatives for the next generation of the Strategic Plan.

This Strategic Plan Review Committee, as noted in the above recommendation, has yet to be established.

## OPTIONS FOR A NEW STRATEGIC PLAN

### What is a Strategic Plan?

Strategic planning within the municipal context should allow the City to create goals, objectives and action plans to achieve the kind of community it wants to attain. Therefore, strategic planning provides a municipal government the opportunity to:

- 1) be responsive to the needs of a changing community;
- 2) enable decision-makers to identify and prioritize new initiatives beyond the normal delivery of services; and,
- 3) create a framework or guide to address emerging community problems and issues.

The successful development and implementation of a strategic plan requires the commitment to the process and to the goals, objectives and actions detailed in the strategic planning document by the participants. Moreover, the strategic plan process and the strategic plan document must be pragmatic and results-oriented.

### Comments

It is clear the City has much to gain through strategic planning. Not only is the efficiency of the civic administration enhanced, a framework for decision-making is provided and cost savings incurred, but a firm sense of direction on the strengths, opportunities and challenges for Hamilton in the 1990's can be achieved.

In this regard, a Strategic Plan Task Force comprising of members of City Council together with the Management Team (6 Aldermen and 5 senior staff) should be established to:

- 1) review the six major goals of the original Strategic Plan; and,
- 2) outline a Terms of Reference for a new Strategic Plan.

The Planning and Development Department could provide the necessary staff resources to co-ordinate this activity.

The role of a consultant in any future strategic planning exercise must be carefully considered. Consultants can be retained to develop a Terms of Reference, undertake necessary background work, co-ordinate workshops or brain-storming sessions, or prepare the strategic plan document, as was the case with the original Strategic Plan. It is suggested that a consultant should be retained in the context of a facilitator, a person who can bring out and mold ideas in a group or individual setting. Moreover, the consultant/facilitator should have some knowledge of the dynamics of a municipal government in terms of budgetary and manpower constraints.



As part of this work, it is suggested that strategic planning exercises undertaken by other municipalities be examined. What did they look at? Were they successful and why? What aspects of their strategic planning exercise were successful and which aspects were not? What specific actions were undertaken? However, it is recognized that Hamilton's Strategic Plan should be singularly its own.

In addition, the Task Force could determine the appropriateness of involving individuals representing various special interest groups as part of the strategic planning process in Hamilton. As an example, the participants of the strategic planning exercise recently completed in the City of Burlington - Burlington Future Focus - included not only Aldermen and City staff but individuals representing culture, recreation, labour unions, private developers, industry, ratepayer organizations, the environment, education, senior citizens, etc.

### **RECOMMENDED ACTIONS**

In conclusion, the recommended short-term actions in regard to strategic planning for Hamilton in 1990 are as follows:

- 1) A Strategic Plan Task Force be appointed;
- 2) Review the Goals, Objectives, outstanding actions and accomplishments of the original Strategic Plan;
- 3) Review strategic planning exercises undertaken by other municipalities; and,
- 4) Develop a Terms of Reference and budget for a new Strategic Plan; a presentation would be made to the Finance and Administration Committee.

## APPENDIX A



# ORIGINAL STRATEGIC PLAN - SUMMARY REPORT - 3 MONTH ACTIONS

## GOAL # 1 IMPROVE CITY IMAGE

ACTIONS		RESPONSIBILITY	STATUS
ESTABLISH IMAGE DEVELOPMENT COMMITTEE	Terms of Reference for Image Development Committee	C.A.O.	Action Taken
	Approve and set up Committee	Council	No Action Taken
IMPROVE MEDIA RELATIONS	Terms of reference for Public Relations Group	C.A.O.	Action Taken
	Approve and appoint members	Council	No Action Taken
ESTABLISH SPEAKER'S BUREAU	Set up Speaker's Bureau and List	Executive Assistant and Council	Action Taken

## GOAL # 2 DIVERSIFY CITY ECONOMY

ACTIONS		RESPONSIBILITY	STATUS
IDENTIFY GROWTH FIELDS	List of potential growth areas	Planning	Action Taken
REDEVELOPMENT (COMMERCIAL, INDUSTRIAL AND RESIDENTIAL)	Assess redevelopment potential	Planning Community Dev.	Action Taken
EXPAND RESEARCH AND DEVELOPMENT	Identify opportunities	Economic Development	Action Taken
ENCOURAGE EXISTING INDUSTRIES			
ENCOURAGE INVESTMENT (FEDERAL, PROVINCIAL AND CORPORATE)			
EXPAND HOTEL CAPACITY			

### GOAL # 3 IMPROVE PHYSICAL INFRASTRUCTURE

ACTIONS		RESPONSIBILITY	STATUS
IMPROVE AIRPORT AND ACCESS	Review airport signage	Traffic	Action Taken
IMPROVE GO TRANSIT SERVICE	Actions to enhance GO service	Engineering	Action Taken
EMPHASIZE PERIMETER ROAD			
AWARENESS OF TRANSPORTATION ISSUES AND PROJECTS	City and Regional representatives on Chamber of Commerce and Transportation Committee	C.A.O.	Action Taken
IMPROVE DOWNTOWN PARKING	Existing parking and vacant sites	Plannning Traffic	Action Taken
CO-ORDINATE WATERFRONT DEVELOPMENT	Co-ordinate Waterfront Development	Community Dev.	Action Taken
CO-ORDINATE BAY IMPROVEMENT	Co-operate with Federal/Provincial agencies	Council Staff	Action Taken

### GOAL # 4 IMPROVE STAFF/COUNCIL RELATIONS

ACTIONS		RESPONSIBILITY	STATUS
EXAMINE COMMITTEE FORMAT AND MEMBERSHIP	Terms of Reference re: Committee format and membership	Finance and Admin. Committee Clerk	Action Taken
	Set up Task Force under Clerk	Council	No Action Taken
INTRODUCE TRAINING SYSTEM			
PREPARE "CODE OF CONDUCT"	Outline of proposed code	Mayor C.A.O.	Action Taken



GOAL # 5 IMPROVE CORPORATE PLANNING/DECISION PROCESS

ACTIONS	RESPONSIBILITY	STATUS
HOLD COMMITTEE-OF-WHOLE STRATEGIC PLANNING SESSION		
ASSEMBLE PLANNING INITIATIVES		

GOAL # 6 MAINTAIN AND IMPROVE THE QUALITY OF LIFE

ACTIONS		RESPONSIBILITY	STATUS
DEVELOP AND EXPAND CULTURE AND RECREATION ACTIVITIES, SERVICES	Short term action plan (Culture and Recreation Plan)	Culture and Recreation	Action Taken
LIVEN UP DOWNTOWN	Possibilities & priorities	Culture and Recreation Community Dev.	Action Taken
ATTRACT PROFESSIONAL ENTERTAINMENT, SPORTS, ETC.			
ENCOURAGE SIMULTANEOUS COMMUNITY DEVELOPMENT			
EXAMINE SYSTEM OF LOT LEVIES	Research paper on lot levies and potential action	Treasurer	Action Taken
MAINTAIN AND IMPROVE SAFETY			
CONTINUE TO IMPROVE ENVIRONMENT	Prepare overall approach	Planning Community Dev.	Action Taken
ENCOURAGE HOUSING FOR ALL LEVELS OF INCOME			

# ORIGINAL STRATEGIC PLAN - SUMMARY REPORT - 6 MONTH ACTIONS

## GOAL # 1 IMPROVE CITY IMAGE

ACTIONS		RESPONSIBILITY	STATUS
ESTABLISH IMAGE DEVELOPMENT COMMITTEE	Requirements for video	Economic Dev. (Image Development Committee)	Action Taken
IMPROVE MEDIA RELATIONS	Streamline messages from City	Executive Assistant Public Relations Group	Action Taken
	Press releases to improve media's understanding of City's goals	Public Relations Group	Action Taken
ESTABLISH SPEAKER'S BUREAU	Develop program, publicize bureau	Public Relations Group	Action Taken

## GOAL # 2 DIVERSIFY CITY ECONOMY

ACTIONS		RESPONSIBILITY	STATUS
IDENTIFY GROWTH FIELDS	Strategy to attract companies	Economic Dev.	Action Taken
DEVELOP TOURISM POTENTIAL	Prepare/approve development strategy	Regional Council	Action Taken
REDEVELOPMENT (COMMERCIAL, INDUSTRIAL AND RESIDENTIAL)	Strategy for Council	Planning Community Dev.	Action Taken
EXPAND RESEARCH AND DEVELOPMENT			
ENCOURAGE EXISTING INDUSTRIES	Dossier on positive attributes	Economic Dev.	Action Taken
ENCOURAGE INVESTMENT (FEDERAL, PROVINCIAL AND CORPORATE)	Dossier/prospectus to City and Region	Economic Dev.	Action Taken
EXPAND HOTEL CAPACITY			

### GOAL # 3 IMPROVE PHYSICAL INFRASTRUCTURE

ACTIONS		RESPONSIBILITY	STATUS
IMPROVE GO TRANSIT SERVICE	Submit to Ministry of Transportation	City and Region	Action Taken
EMPHASIZE PERIMETER ROAD	Brief to Ministry of Transportation re: traffic problems	Engineering	Action Taken
IMPROVE DOWNTOWN PARKING	Require parking with new development	Planning Traffic	Action Taken
CO-ORDINATE WATERFRONT DEVELOPMENT	Submit Project to Environmental Assessment process	Community Dev.	Action Taken
CO-ORDINATE BAY IMPROVEMENT	Propose changes to membership of Hamilton Harbour Commissioners	Council (HHC Task Force)	Action Taken
AWARENESS OF TRANSPORT ISSUES AND PROJECTS	Meet Minister twice a year re: transport projects	Engineering	Action Taken
IMPROVE AIRPORT AND ACCESS	Meet air carriers and identify improvements	Airport Manager	Action Taken

### GOAL # 4 IMPROVE STAFF/COUNCIL RELATIONS

ACTIONS		RESPONSIBILITY	STATUS
PREPARE "CODE OF CONDUCT"	Discuss draft code with staff and Council	Mayor C.A.O.	Action Taken
	Prepare final Code of Conduct		
EXAMINE COMMITTEE FORMAT AND MEMBERSHIP	Recommend and report to Council	Finance and Admin. Committee Clerk	Action Taken
INTRODUCE TRAINING SYSTEM	Training needs and priorities	Human Resources Clerk	Action Taken
	Guidelines on Committee structure, etc.	Human Resources Clerk	Action Taken

# GOAL # 5 IMPROVE CORPORATE PLANNING/DECISION PROCESS

ACTIONS	RESPONSIBILITY	STATUS
HOLD COMMITTEE-OF-WHOLE STRATEGIC PLANNING SESSION		
ASSEMBLE PLANNING INITIATIVES		

# GOAL # 6 MAINTAIN AND IMPROVE THE QUALITY OF LIFE

ACTIONS		RESPONSIBILITY	STATUS
CONTINUE TO IMPROVE ENVIRONMENT	Requirements for Harbour Plan	Stakeholders	Action Taken
LIVEN UP DOWNTOWN	Plan for Council	Culture and Recreation Community Dev.	Action Taken
ENCOURAGE HOUSING FOR ALL LEVELS OF INCOME	Policy paper for Council	Planning Community Dev.	Action Taken
ENCOURAGE SIMULTANEOUS COMMUNITY DEVELOPMENT	Policy paper for Council	Community Dev. Culture and Recreation	Action Taken
EXAMINE SYSTEM OF LOT LEVIES	Present paper to Council	Treasurer	Action Taken
MAINTAIN AND IMPROVE SAFETY	Policy paper	Fire	Action Taken
ATTRACT PROFESSIONAL ENTERTAINMENT, SPORTS, ETC.	Ways to attract sports, cultural events	Culture and Recreation H.E.C.F.I.	Action Taken



# ORIGINAL STRATEGIC PLAN - SUMMARY REPORT - 9 MONTH ACTIONS

## GOAL # 1 IMPROVE CITY IMAGE

ACTIONS		RESPONSIBILITY	STATUS
ESTABLISH IMAGE DEVELOPMENT COMMITTEE	Produce Video	Economic Dev.	Action Taken
IMPROVE MEDIA RELATIONS	Assess City's Public Relations communications	C.A.O. Public Relations Group	No Action Taken
ESTABLISH SPEAKER'S BUREAU	Train speakers	Public Relations Group Human Resources	Action Taken

## GOAL # 2 DIVERSIFY CITY ECONOMY

ACTIONS		RESPONSIBILITY	STATUS
IDENTIFY GROWTH FIELDS	Implement strategy	Economic Dev.	Action Taken
EXPAND RESEARCH AND DEVELOPMENT	Report to City and Region on opportunities	Economic Dev.	Action Taken
EXPAND HOTEL CAPACITY	Need for extra hotel capacity	Economic Dev.	Action Taken

## GOAL # 3 IMPROVE PHYSICAL INFRASTRUCTURE

ACTIONS		RESPONSIBILITY	STATUS
EMPHASIZE PERIMETER ROAD	Submit to Ministry of Transportation	City and Region	Action Taken
IMPROVE DOWNTOWN PARKING	Prepare plan for downtown parking	Parking Authority Traffic Property	Action Taken
CO-ORDINATE WATERFRONT DEVELOPMENT	Prepare project documents for Waterfront Dev.	Community Dev.	Action Taken
CO-ORDINATE BAY IMPROVEMENT	Appoint Aldermen to Hamilton Harbour Commissioners	Council	Action Taken
IMPROVE AIRPORT AND ACCESS	Stress need for Hwy 403 (West) and new Hwy 6 (403/Airport)	Engineering	No Action Taken



#### GOAL # 4 IMPROVE STAFF/COUNCIL RELATIONS

ACTIONS		RESPONSIBILITY	STATUS
INTRODUCE TRAINING SYSTEM	Orientation for new Council members	Human Resources	No Action Taken
PREPARE "CODE OF CONDUCT"	Review Code	Mayor C.A.O.	Action Taken

#### GOAL # 5 IMPROVE CORPORATE PLANNING/DECISION PROCESS

ACTIONS		RESPONSIBILITY	STATUS
HOLD COMMITTEE-OF-WHOLE STRATEGIC PLANNING SESSION	Prepare strategic planning session	Finance and Admin. Committee C.A.O.	No Action Taken
	Progress review and planning session	Council Senior Staff	
ASSEMBLE PLANNING INITIATIVES	Prepare planning framework & assemble initiatives	Finance and Admin. Committee C.A.O.	No Action Taken

#### GOAL # 6 MAINTAIN AND IMPROVE THE QUALITY OF LIFE

ACTIONS		RESPONSIBILITY	STATUS
ATTRACT PROFESSIONAL ENTERTAINMENT, SPORTS, ETC.	Prepare and submit plan	Culture and Recreation H.E.C.F.I.	Action Taken
ENCOURAGE SIMULTANEOUS COMMUNITY DEVELOPMENT	Implement policy	Community Dev. Culture and Recreation	No Action Taken
ENCOURAGE HOUSING FOR ALL LEVELS OF INCOME	Implement policy	Community Dev.	Action Taken



# Dominic Agostino

**Alderman — Ward 5  
Regional Councillor**

City Hall, 71 Main Street West  
Hamilton, Ontario L8N 3T4  
Tel. 546-2730 • Res. 574-0179  
Fax 546-2095



1990 June 18

Brian Hinkley, Chairman,  
Finance and Administration Committee  
Alderman, Ward 3

Dear Brian:

I would like to ask if it is possible to place the following item on the July agenda of the Finance and Administration Committee. "Smoke Alarms in Apartment Buildings". This is an issue of great concern in view of the apartment fires that have occurred in our City and I believe the laws in place to be very weak for preventing a major tragedy.

As you know, our current By-law, 86-253 which we passed in October '86 required smoke alarms in one and two family dwellings. We have very little control in the enforcement of By-laws in regards to apartment buildings over four storeys high. The current provincial or municipal laws do not require smoke detectors either in hallways or in individual units. What is also terrifying is the fact again that in highrises, emergency lighting is not required by law and only left to the discretion of the owners of the building. Therefore, if a fire should occur when the tenants leave their apartments the halls will be dark making it impossible to find the emergency exits.

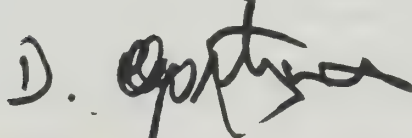
There has been a great deal of interest in this issue especially after the Webber inquiry following the fires at the Inn in the Park in Toronto and several apartment buildings.

Provincial Legislation on this issue has been slow and we at the City level should act by passing a By-Law and then ask the Province for enabling legislation for these By-Laws. I would like to suggest the following:

- 1) That all apartment building above three storeys high require a smoke alarm in the hallways;
- 2) That each individual unit in the building be required to have smoke detectors;
- 3) That emergency lighting be required in all apartment buildings higher than three storeys.

At this point, many tenants have smoke detectors if they choose to do this. I believe it is the owner's responsibility to ensure safety. In discussions with the Fire Department, they are in full agreement with the above mentioned proposals. I believe it prudent for us to act immediately and not wait until a tragedy occurs.

Yours sincerely,



Dominic Agostino, Alderman,  
Ward 5

c.c. ✓ Mr. J. Thompson, Secretary,  
Finance & Administration Committee

Chief Baker

JUN 22 1990



CITY COUNCIL  
HAMILTON, CANADA

**Alderman Don Ross**

Chairman - Economic Development & Planning  
Chairman - Freeway Steering  
Vice-Chairman, Finance & Administration

8.

71 MAIN STREET WEST L8N 3T4 • (416) 546-2730 • RES. (416) 387-1842 - WARD 8

JUL 03 1990

MEMO TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Don Ross

DATE: June 27, 1990

SUBJECT: "HUSKIE" INTERNATIONAL HOCKEY TOURNAMENT  
OCTOBER 5-8, 1990  
- PROGRAM ADVERTISING

I am enclosing a copy of a letter that was distributed by Alderman John Gallagher regarding the above.

I would request that this matter be placed on the July 26th agenda of the Finance and Administration Committee, and that representatives of the tournament be advised of the date and approximate time that this matter will be heard by the committee.

It would be my recommendation that the City purchase a quarter-page section of this program.

Your co-operation in this regard is very much appreciated.

/rd

cc: Alderman John Gallagher





FIFTH ANNUAL

HUSKIES INTERNATIONAL INVITATIONAL AAA TOURNAMENT

HAMILTON, ONTARIO, CANADA



Dear Sponsor:

It is our 5th year of operating the "HUSKIE" International Hockey Tournament, being held October 5-8, 1990, and this year brings new growth and excitement to the event.

Entries for this year's AAA event are expected from teams in Illinois, New York, Michigan, and western Canada, as well as many Southern and Central Ontario communities. We will have 56 teams competing in the Tournament.

This will mean that over the weekend there will be over 1200 players and coaches in the City. Since the majority of the players will bring their families and friends to the games, you can see the potential numbers we will generate in accommodations, meals, shopping and services to the business community.

The tournament games will be held at 3 of the City of Hamilton's arenas, namely Lawfield, Mountain and Rosedale. Since these are located throughout the City, all businesses in the community will benefit from the Tournament and its participants.

Our Tournament program will feature photos of our local teams, last year's Champions, game schedules and team rosters. With this letter we are offering you the opportunity to help the Tournament by advertising in our program. Costs for an ad are as follows:

Full Page	-	\$300
Half Page	-	\$150
Quarter Page	-	\$75
Business Card	-	\$50

We hope you will help our Tournament by placing an ad in our program. If you are interested, please provide us with a cheque made payable to the "Hamilton Huskie International Tournament" along with a black and white copy of the ad you would like shown in the program. The artwork is to be received by September 1, 1990 for printing.

If you have any further questions regarding the program or tournament, please do not hesitate to contact us.

Thank you for your support,

Don Hart  
Advertising Co-ordinator  
97 Rothsay Avenue  
Hamilton, Ontario L8M 3G3  
544-8560 (home)

Jim Stevenson  
Tournament Chairman  
20 Carson Drive  
Hamilton, Ontario L8T 4Y3  
388-8834 (home)



FOR ACTION

9.

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: C. J. Coutts, Secretary  
French Sub-Committee

DATE: 1990 June 25

COMM FILE:  
DEPT FILE:

SUBJECT: FRANCOPHONE ASSOCIATION OF MUNICIPALITIES  
OF ONTARIO FOUNDING CONFERENCE

RECOMMENDATION:

- a) That approval be given for two (2) members of the French Sub-Committee to attend the Francophone Association of Municipalities of Ontario Founding Conference in Toronto, Ontario from 1990 August 18 - 19; and,
- b) That funding for the total expenditure of \$528.20 to attend this conference be determined by the Finance and Administration Committee

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

*C. Coutts*

\$125.00 x 2 = \$250.00 (Registration Fee)

\$130.00 + 5% Ontario Accommodation Tax and 2% Commercial Concentration Tax  
= \$139.10 x 2 = \$278.20

BACKGROUND:

The aims and objectives of this conference is to promote the use of French-language services in the province.

The conference is open to all members of municipal councils, to municipal managers and delegates proportionate to the francophone population of their municipality.

Hamilton is designated under the French Language Services Act to provide services in french at the provincial level.



10.

Treasury Department

Memorandum

\*\*\*\*\*

TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Mr. E. C. Matthews  
Treasurer

OUR FILE:


PHONE: 546-4523

SUBJECT: RESOLUTION - TOWN OF RICHMOND HILL  
- ROADWAY IMPROVEMENT

DATE: 1990 June 14

I have reviewed the resolution dated May 7, 1990 from the Town of Richmond Hill and am of the opinion that our Council should endorse this resolution.

As directed by City Council, roadway expenditures are monitored so as to not create 100% dollars. Any additional funds from the Province of Ontario would allow additional roadway maintenance and/or instruction to proceed within Council's policy of no 100% dollars.



RDU/an

c.c. Mr. J. G. Pavelka, Director, Public Works  
Mr. G. Aston, Regional Engineering Department



RECEIVED

MAY 18 1990

CITY CLERKS

The Town of Richmond Hill

P.O. Box 300, 10,266 Yonge St.  
Richmond Hill, Ontario  
Canada L4C 4Y5  
Tel: (416) 884-8101  
Fax: (416) 884-7491

May 7, 1990

Attention: Municipal Clerk

Dear Sir/Madam:

Re: Road Improvements

Council of the Town of Richmond Hill at its meeting held on April 30, 1990 enacted the following resolution:

"WHEREAS the Government of the Province of Ontario collects substantial amounts of taxes from the sale of fuel for motor vehicles in Ontario;

AND WHEREAS the revenues collected from fuel taxes form part of the General Revenues of the Province of Ontario;

AND WHEREAS the vehicles that utilize the fuel purchased cause considerable deterioration to the roads in Ontario;

AND WHEREAS the maintenance, construction and repair of the majority of the roads in the Province of Ontario is the responsibility of the Municipalities of Ontario;

NOW THEREFORE be it resolved that the Government of the Province of Ontario be petitioned to make available to Municipalities 1% of the total tax received from the sale of fuel in the Province of Ontario for Municipal Road Improvement programs;

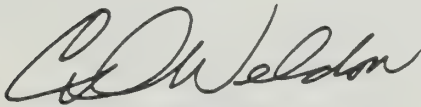
AND that the Honorable David Peterson, Premier of Ontario, the Honorable William Wrye, Minister of Transportation, and the Honorable Gregory Sorbara, Minister of Consumer and Commercial Relations be requested to endorse and implement this recommendation and that copies of this motion be forwarded to all Municipalities in the Province of Ontario, as well as to the Association of the Municipalities of Ontario and the Ontario Good Roads Association for their endorsement and support."

Municipal Clerk  
May 7, 1990  
Page 2

Given that the Province of Ontario collects fuel taxes and those taxes go into the general reserve of the Province, and given that vehicles that utilize the fuel not only run on Provincial but also on Municipal Roads; then it is the feeling of the Council of the Town of Richmond Hill that 1% of the total of the fuel taxes received by the Province should be paid directly to the municipalities in the Province of Ontario to assist them in maintaining and upgrading their local road system.

The Town of Richmond Hill requests your support to this resolution and hopes that your Council will indicate that support to the Province of Ontario.

Yours truly,

A handwritten signature in cursive script, appearing to read "C. D. Weldon".

C. D. Weldon,  
Chief Administrative Officer

CDW:dlm





JUN 05 1990

June 4, 1990

Dear Mr. Thompson;

As President of The 91<sup>st</sup> Highlander's Athletic Association, which is The organizing committee for The Hamilton Spectator Indoor Games; I am writing to request that our organization be included in the agenda for The June 21, 1990 meeting of The Finance and Administration Committee.

In previous years, The City of Hamilton has been a major sponsor of The Hamilton Spectator Indoor Games. Our organization meets with The Finance Committee (formerly) in order to overcome The problem of our event occurring in January each year, which is prior to The March/April meetings wherein City grants are given to specific events. We are not able to follow The normal grant request because our event occurs early in The year.



- 2 -

The 1991 Hamilton Spectator Indoor Games  
is scheduled for January 10 and 11, 1991.  
I would appreciate hearing from you regarding  
our request, to attend this upcoming  
Finance and Administration Committee meeting.

Yours Truly;

Don Bowman.

President 91<sup>ST</sup> Highlanders A.A.

Address:

52 West Crest  
ANCASTER, ONT.

L9G. 2P1.

HOME 648-1597

OFFICE 525-1629

SZPIECH, ELLIS, SKIBINSKI, SHIPTON

ASSOCIATES  
*Barristers & Solicitors*

RECEIVED

JUN 19 1990

CITY CLERKS

TELEPHONE 524-2454 • 522-8660

FAX 523-1733

414 MAIN STREET EAST

HAMILTON, ONTARIO

L8N 1J9

JOHN W SHIPTON B.A. LL.B.  
RICHARD Z SKIBINSKI B.A. LL.B.  
JOHN F ELLIS B.A. B.Ed. LL.B.  
HENRY E SZPIECH B.A. LL.B.  
RONALD N MCCREADIE B.A. LL.B.  
HELEN F OKULOSKI Q.C. COUNSEL

June 19, 1990.

12(b)

11:15 am

Mr. Joseph Schatz  
Deputy Clerk for the City  
of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8P 1H4

Dear Sir:

Re: LIBRARY BOARD

I have been advised of an opening on the City of Hamilton's Library Board. This letter is my application for this position.

I reside in the City of Hamilton at 46 Sherwood Rise on the east mountain. Also I have practiced law in Hamilton and have done so for 12 years.

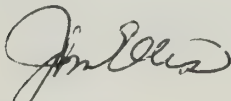
Last year I was involved with the Sherwood Library relocation committee.

I am or have been involved in other community groups such as the Save the Valley Committee, the Parish Council of the Church of St. Thomas, Hamilton and The Multiple Sclerosis Society.

I appreciate your consideration on my application.

If you have any questions please call me at the above office number or at my residence, 385-4508.

Yours truly,



JOHN ELLIS  
JE:mj







# Bishop Ryan Catholic Secondary School

Where Faith, Pride and Effort Promote Excellence

Miss T.D. Allassa, Principal  
Mr. J.J. Valvasori, Vice Principal

RECEIVED

JUN 19 1990

CITY CLERKS

12(b)  
Telephone: (416) 547-2131  
166 Queenston Rd.  
Hamilton, Ontario  
L8K 1C6

11:20 a.m.

43 Books Landing,  
Grimsby, Ontario,  
L3M 2M8,  
June 19, 1990

To whom it may concern:

I am writing to apply for the position which has recently become vacant on the Library Board, a position which I feel I am qualified to fill.

Having been a citizen of the city of Hamilton for most of my life and having taught in the elementary and secondary schools in the city of Hamilton for thirty years, I am cognizant of the role played by our libraries and am acquainted with the problems that face them as well as the unique role they fill in the life of the city itself. I have taken advantage of library services for much of my adult life and I feel that now that the opportunity presents itself, I have a responsibility to repay that institution in any way I can. Serving on the Library Board is a challenge I am willing to undertake and a responsibility I am eager to assume.

Presently, I am in the employ of the Hamilton-Wentworth Roman Catholic Separate School Board in the position of Head of English at Bishop Ryan Catholic Secondary School. I have been in the Board's employ for thirty years and have held several leadership positions. My committee work has been extensive and my community involvement varied. Most recently, I accepted a position on the Board of Directors of the Krakow Foundation which has planned and is preparing to offer low income housing to senior citizens in the city of Hamilton. I have included this little bit of information about myself in lieu of the resume I was to have attached to this letter. Unfortunately, the computer on which I am presently working is proving somewhat difficult and although the resume is hidden in its memory, I am unable to call it up. If it is not too late, I can submit the resume tomorrow. I can be reached at 945-1713 to answer any questions you may have.

I hope to hear from you on this matter at your convenience. With apologies for the absence of the resume, I remain,

Yours truly,

*Henrietta Pecyna*  
Henrietta Pecyna



June 25, 1990

12(b)  
11:25 a.m.  
RECEIVED

JUN 25 1990

Mr. K.E. Avery  
Deputy City Clerk  
City of Hamilton  
71 Main Street West  
L8N 3T4

CITY CLERKS

Dear Mr. Avery,

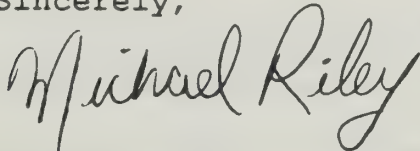
I am writing in application for a position on the Hamilton Central Library's Board of Directors. I understand that currently there is a vacancy on the Board and I am interested in contributing to the Library on this level.

A resident of Hamilton, I have been employed by Stelco Steel for the past 16 years. My general involvement in the community has been extensive for many years. At present I am an active instructor with the Hamilton Literacy programme. My experience with this programme as well as an overall committment to the educational and cultural role of the library in this community has instilled in me a desire to work as a volunteer within the library system. I feel as well that my work in the community has given me insight into the needs of Hamilton residents with respect to the essential role and responsibility of a library in an urban context.

I can be reached by telephone at 529-9674 and any correspondence may be forwarded to 576 Catherine Street, Hamilton, Ont., L8L 4V4.

I am aware that this application may be a few days late. I trust, however, that you will still forward it to the appropriate committee on my behalf. If you have any further questions please call me at the above number.

Sincerely,



Michael Riley



FOR ACTION

12(c)  
11:30 a.m.

JUL 04 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: L.C. KING, P.Eng.  
Building Commissioner

DATE: July 3, 1990  
COMM. FILE:  
DEPT. FILE: 90.4.12

SUBJECT:

Development Charges By-law

RECOMMENDATION:

That the Finance and Administration Committee recommend to City Council that based on the complaint filed by Mrs. E. Bortolussi for Lot 46, Embassy Drive that the development charges be amended to the charges in effect prior to March 27, 1990 under 8(5)(b) of the Development Charges Act.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Approval of this complaint will result in loss of revenue.

BACKGROUND:

City Council at its meeting held March 27, 1990 approved Development Charges By-law #90-74 pursuant to the Development Charges Act, 1989. The by-law prescribes development charges for residential and non-residential uses. These charges are collected to pay for services which the City must provide to newly developed areas.

The by-law contains a statement enacting the requirements as of March 27, 1990, however, building permit applications made before March 27, 1990 are exempt from the by-law requirements.

Section 21 reads as follows:-

Notwithstanding any other provision of this by-law, where an application for a building permit under City of Hamilton By-law #85-86 is submitted to the Building Department of the City of Hamilton prior to the date of enactment of this by-law, the development charge rate in effect prior to the date of enactment of this by-law shall apply.



Section 21 originated from the Finance and Administration Committee due to concerns about any delays in implementing the by-law. Initial investigation revealed that delays in implementation would result in substantial financial losses to the City.

The complaint by Mrs. Bortolussi (copy attached) originates because of her inability to make a bonafide application prior to March 27, 1990. On March 23, 1990, prior to enactment of the by-law by Council, the applicant attended the Building Department and was informed that two sets of drawings were required to make a bonafide application for a building permit. The applicant was unable to provide drawings prior to enactment of the by-law by Council.

The applicant is not a professional builder and as such is inexperienced in the process of applying for a building permit. If she had been a professional builder, she would likely have been aware of the requirements of the Development Charges By-law and have been able to respond quickly by applying for a building permit before the by-law went into effect.

Section 8 of the Development Charges Act allows an owner to file a complaint to Council pertaining to charges required by the municipality. Council has authority under 8(5) of the Act as follows:-

- 8(5) After hearing the evidence and submissions of the complainant, the council may,
  - (a) confirm the development charge; or
  - (b) amend the development charge to the extent that, in the opinion of the council, a review of any of all of the matters in subsection (1) justifies such an amendment.

APR 3 1990

Mrs. E. Bortolussi  
19 Summerlea Drive  
Hamilton, Ont.  
L8T4V4  
March 29, 1990

388-3279.

c/o Alderman Tom Jackson  
City Hall.

Gentlemen:

Please accept this as my letter of appeal from the proposed tax levy that appears to be in effect as of last week in Hamilton-Wentworth.

I am a resident of Hamilton and have purchased a building lot in Hamilton to build my own home.

On March 23rd I approached the City of Hamilton Building Department with a plan that I felt would be suitable for my new dwelling. After a lengthy wait, a count clerk told me that they required 2 copies of the drawings and that they could not issue a permit or even give me an application, as this was their policy. I told him to please at least hold this plan until I was able to get hold of the draftsman who drew up the plan so that he could give me more copies, and I would in turn bring one in. He refused to do this, and since I did not want to cause a boisterous scene, I quietly left in a state of frustration. I then proceeded to follow their so called instructions to obtain other copies like a good obedient tax payer.

A few days later the news media informed me that Council had passed a 500% increase in lot levy tax. Upon hearing this, I immediately contacted my Alderman who suggested I call the Building Commissioner. I followed these steps and the Commissioner informed me that it would be a matter for my Alderman and Council to decide on this.

I have been a tax payer in Hamilton-Wentworth for 25 years and am now planning to build my own home. I approached the City Building Department prior to the increased tax went into effect. Just because they needed one more copy of plans, is not sufficient reason to turn one away. I strongly feel that my application should have been accepted, the statement that they needed one more copy is so trivial and unjustified.

I therefore ask for exemption from this lot levy tax and feel that I am justified in refusing to pay it.

*Elia Bortolussi*



FOR ACTION

12(d)  
11:35 a.m.

REPORT TO: Mr. J. Thompson, Secretary  
Finance & Administration Committee

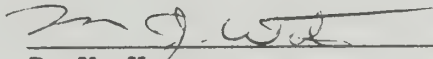
FROM: Mr. D. W. Vyce  
Director of Property

DATE: 1990 July 13  
COMM FILE:  
DEPT FILE: 31.4.22  
(4504)

SUBJECT: Review of Rent for "It's All Greek to Me" Restaurant  
Patio Cafe on Jarvis Street - Parking Authority  
Parking Lot

RECOMMENDATION:

That the rent of \$5,856.00 inclusive of realty taxes, as established by City Council on May 8, 1990, in adopting Item 8 of the 15th Report of the Finance & Administration Committee, be reaffirmed.

  
D. W. Vyce

FINANCIAL IMPLICATIONS: N/A

BACKGROUND:

This department has received a request from Margaret Tsangarakis of "It's All Greek to Me" Restaurant to review the rent established by this department for the use of four parking spaces for a patio cafe adjacent to her restaurant.

In reviewing all aspects of establishing a rental rate for the four spaces for the four month period, the loss of daily parking revenue for the Parking Authority seemed to be the fairest solution (4 spaces x \$12.00 Revenue per day per space x 122 days equals \$5,856.00).

Mrs. Tsangarakis is of the opinion that it is not reasonable for the City to charge for Sundays and Holidays.

Notwithstanding, the Parking Authority does not receive any revenue for the parking spaces on Sundays and Statutory Holidays, it is our opinion that as long as the patio operation is located on the site, that a daily rental should be charged. In addition, the public at large will not have access to these four spaces during Sundays and Holidays.

Background continued ...

Another point to consider is with the advent of Sunday shopping, parking lots in commercial districts may be in heavy demand.

Finally, this department feels that the "Bonusing" issue as contained in the Municipal Act may come into play, if we do not charge for the use of City property on each and every day that the site is occupied as a Patio Cafe, which is a commercial operation.

- c.c. - Mr. Lou Sage, Chief Administrative Officer
- Mr. E. C. Matthews, Treasurer
  - Mrs. P. Noé Johnson, City Solicitor  
Attention: Ms. S. Gabruss
  - Mr. P. G. Baker, General Manager, Parking Authority



13.  
Corporation of the City of Hamilton

Memorandum

\*\*\*\*\*

TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Mr. J. J. Schatz, Acting Secretary  
Transport and Environment Committee

OUR FILE:

PHONE: 546-2727

SUBJECT: LITERACY COURSES - MUNICIPAL EMPLOYEES

DATE: 1990 June 26

At the meeting of the Transport and Environment Committee on June 18, 1990, discussion took place with respect to the availability of literacy courses for Local 5 employees. As a result of discussions, the Committee concluded that the availability of literacy courses should not be limited to Local 5 employees only but rather be available to all employees of the Corporation.

The Committee respectfully recommends that the Finance and Administration Committee give consideration to the adoption of a policy which would provide for the availability of literacy courses to all employees of the Corporation on a first come, first served basis.

Attached for the information of the members of the Committee is a copy of Section 17 of the FOURTEENTH Report of the Executive Committee adopted City Council at its meeting on July 28, 1987 respecting basic adult literacy in the workplace.

Attachment

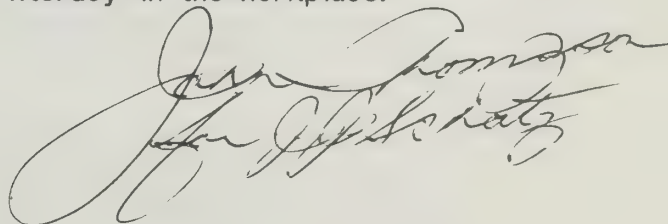
c.c. Alderman B. Hinkley  
Chairman  
Finance and Administration Committee

Mr. L. Sage  
Chief Administrative Officer

Mr. J. Johnston  
Commissioner of Human Resources

Mr. J. G. Pavelka, P.Eng.  
Director of Public Works

Mr. E. C. Matthews  
City Treasurer



Sub-joined is a copy of Section 17 of the FOURTEENTH Report of the Executive Committee adopted by City Council at its meeting held July 28, 1987.

- "(a) That the Council of the Corporation of the City of Hamilton endorse and strongly support the Hamilton and District Labour Council's efforts to establish basic adult literacy in the workplace.
- (b) That Mayor R. M. Morrow, on behalf of the Council be authorized to forward a letter appended hereto as Schedule "B" to the Ministry of Skill Development of the Province of Ontario conveying City Council's position and support on this matter.
- (c) That a copy of Mayor Morrow's letter be forwarded to all area M.P.P.s and M.P.s.

Schedule "B" as referred to in  
Section 17 of the Fourteenth  
Report of the Executive Comm.

Ministry Of Skills Development.  
Mowat Block, Third Floor  
900 Bay Street  
Toronto, Ontario M7A 1L2

Dear

On behalf of the Council of the Corporation of the City of Hamilton, I wish to make you aware of our strong support for the proposed Worker Education Centre of the Hamilton and District Labour Council (in cooperation with McMaster University).

Hamilton City Council has long viewed the problem of illiteracy with great alarm. The Adult Basic Education Association of Hamilton has identified functional illiteracy as a major problem in the city, with an illiteracy rate higher than that of many cities in Ontario, including Toronto. We believe the Worker Education Centre will be an integral part of a well organized and cooperative network of adult educators serving the needs of working people in Hamilton.

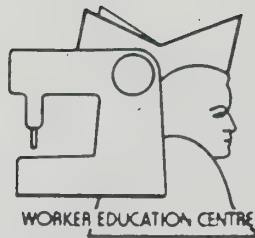
As well, the English in the Workplace component of the Centre will complement the activities of existing English as a Second Language programmes in Hamilton. We believe that helping newcomers to learn English will not only ease the difficulty associated with a language barrier in the workplace, but will encourage greater participation in the community as well. The Mayor's Race Relations Committee was formed in part in order to ease racial tensions among ethnic groups in the city. The English in the Workplace Programme cannot fail to help meet this important objective by endeavouring to involve immigrant workers more fully in their places of employment.

The City of Hamilton is pleased to support this initiative. We have long admired the progressive and socially responsible activities of the Labour Council. The City Council is confident that not only is this educational work within the mandate of the HDLC; we believe they will endeavour to provide the highest quality programmes possible. We urge the Ministry to support this worthwhile project.

Sincerely,

c.c.: Mr. Dave Wilson, HDLC  
Dr. Robert Storey, McMaster Lab. Studies  
Area M.P.P.'s  
Area M.P.'s

# WORKER EDUCATION CENTRE



1025 Barton Street East  
Hamilton, Ontario  
L8L 3E3  
Phone: 547-2951

## ENGLISH IN THE WORKPLACE

### COURSE OUTLINE

#### GENERAL DESCRIPTION:

Goals: To develop English language skills relevant to the work situation and for general competence. Specifically:

- a) to develop listening and speaking skills and the ability to verbally communicate work-related problems to both management and union officials;
- b) to develop reading and writing skills, particularly those related to the workplace and to union procedures;
- c) to develop self-confidence to enable workers to better assert themselves at work and within their union.

#### Course Outline:

English in the Workplace is concerned with the functional method of language teaching. Classes are conducted around particular themes relevant to the students, and the appropriate grammatical structures are then built into these themes. The majority of units focus on the theme of work with some additional themes of more general relevance. The content of all the work related units will address the specific communicative needs identified by the Management, the Union and the workers in each particular workplace.

#### THEME

#### EXAMPLES OF STRUCTURES PRACTICED

- |   |  |
|---|--|
| 1. Work - a) Your job and work experience   | Descriptions: tenses<br>(Present Continuous)                       |
| 2. Work - b) Overall production<br>-how the process works   | Tenses - interrogative forms                                       |
| 3. Work - c) Time - how it affects the work-<br>place   | Habitual present and present<br>continuous tenses; Telling<br>time |
| 4. Work - d) Communication in the Workplace<br>-between employees; employees/<br>employer<br>-company rules and regulations<br>eg. on safety, sickness etc. | Reporting; Giving and<br>receiving instructions; the<br>Imperative |
| 5. Work - e) Wages & Earnings-<br>payslips, banking, understanding<br>benefit plans etc.  | Past tense/comparisons/<br>explanations                            |



<u>THEME</u>		<u>EXAMPLES OF STRUCTURES PRACTICED</u>
6. Work -	f) Labour Relations -the grievance procedure	Present Perfect tense/ use of the conditional
7. Work -	g) Out of Work - U.I.C., job interviews, etc.	Reporting/Oral Skills
8. Family Life	-Family tree, routines, cultural background, leisure time, etc. -remembering the experience of immigrating to Canada	Past perfect tense; Adjectives; Adverbs
9. Housing	-renting, owning a home, community awareness, etc.	Future tense; Infinitives
10. Consumption	-basic necessities for well-being; information about goods and services	Future perfect tense; Idioms
11. Health & Safety	-understanding legislation, rights and responsibilities of employees and employer, W.H.M.I.S.	Passive voice; Indirect speech

NOTE:

Classes will be approximately 4 hours per week and may be scheduled in a variety of ways, for example: twice a week for 2 hours, once a week for 3-4 hours (evenings), four times a week for 1 hour (lunch times), etc.





14.

## FOR ACTION

REPORT TO: Mr. J. D. Thompson  
Secretary, Finance and Administration Committee

FROM: Mrs. Susan K. Reeder, Secretary  
Sub-Committee to Review Visible  
Minority Survey

DATE: 1990 July 19  
COMM FILE:  
DEPT FILE:

SUBJECT:

Report of the Sub-Committee to Review the Visible Minority Survey of  
Committees of Council.

RECOMMENDATION:

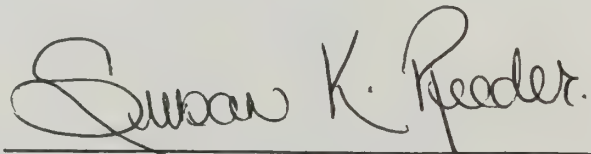
That the City of Hamilton undertake strategies to improve the representation  
of Visible Minorities on Citizen Committees, Boards and Commissions by  
implementing the following:

- (a) Issue a Council Statement on Equal Opportunity/Access to Boards,  
Citizen Committees and Commissions by noting in all advertisements  
for applicants the following wording:  
  
"City Council wishes to ensure that its Committees,  
Boards and Commissions reflect the diverse nature  
of Hamilton's population and encourages all residents  
to consider this opportunity. Applications from  
women, handicapped persons, native persons, and  
racial and ethnic minorities are especially  
encouraged."
- (b) Establish and publicize the selection criteria and procedures for  
each committee by creating a brochure to be available in the City  
Clerk's Department, Aldermen's Offices, and distributed to  
Community organizations. Ethnic communities will be encouraged to  
translate the brochure into other languages with the City of  
Hamilton underwriting the printing cost.
- (c) Strike an Advisory Committee to encourage representation of  
Visible Minorities on Boards, Citizen Committees and Commissions.  
The Advisory Committee will integrate its activities with those of  
the Mayor's Race Relations Sub-Committee on Commissions and  
Committees. The Advisory Committee will also track the flow of  
applications from visible minorities.

- (d) Initiate publicity on municipal government, Committees, Boards and Commissions, and Council's commitment to equal opportunity through such media venues as:

The Hamilton Spectator, Brabant Newspapers, community and ethnic papers, radio, public and private television programming, (especially those in other languages).

- (e) Undertake a variety of public education activities to broaden the understanding of and the function of Citizen Committees, Boards and Commissions by:
- (1.) Inviting Visible Minority leaders/and or groups to an information session on the Boards, Citizen Committees and Commissions, and to attend working meetings of the Boards, Citizen Committees and Commissions, and;
  - (2.) Hold periodic meetings of Boards, Citizen Committees and Commissions outside of City Hall where access by Visible Minority groups may be enhanced.
- (f) Stagger the terms of office of members on the various Committees thus advertisements of vacancies would occur on a more frequent basis on the City page of The Hamilton Spectator, and in prominent sections of other local, community and ethnic papers.
- (g) That City Council review its procedure for selecting applicants for Citizen Committees, Boards and Commissions by adding this task to the mandate of an Advisory Committee as referred to above in Section (c).
- (h) That notices of vacancies occurring in a Citizen Committee, Board or Commission be circularized amongst the other similar bodies.
- (i) That the effectiveness of the implementation of the above-noted activities be evaluated by the Finance and Administration Committee in 1992 January.



---

Susan K. Reeder, Secretary  
Sub-Committee to Review  
Visible Minority Survey

FINANCIAL IMPLICATIONS:

Increased costs in the City Clerk's advertising account for larger and more frequent ads placed in numerous media venues.

Meetings held outside of the City Hall would require funding for room rental , refreshments, and sound equipment if necessary.

BACKGROUND:

The Finance and Administration Committee, at its meeting held 1990 March 22nd approved the appointment of a Sub-Committee to receive and review the "Visible Minority Survey of Boards and Commissions" prepared by the Human Resources Centre.

At its first meeting held on 1990 May 8, the Sub-Committee received the Report on the Survey of Visible Minority representation on Citizen Committees, Boards and Commissions. The major findings of the survey were:

- (a) That there is representation from visible minority groups on five of the 24 Citizen Committees, Boards and Commissions surveyed.
- (b) That the number of Visible Minorities on those five Citizen Committees, Boards and Commissions represents 17 of the 104 individuals who responded.

Appendix "A" attached herewith outlines the Survey results.

The Sub-Committee directed the Commissioner of Human Resources to report back to them with possible options, and their related costs, respecting representation of Visible Minorities on boards and commissions and directed that Metro Toronto's process be examined for comparison.

The Commissioner of Human Resources reported to the Sub-Committee at its meeting of 1990 June 26.

In response to the Sub-Committee's request, the Human Resources Centre and the City Clerk's Department:

- (a) Summarized the current recruitment and selection processes for Boards, Citizen Committees and Commissions of Hamilton City Council;
- (b) Canvassed other municipalities for their approach to encouraging the participation of Visible Minorities on their Committees; and,
- (c) Developed a list of strategies to encourage the participation of Visible Minorities on Boards, Citizen Committees and Commissions of Hamilton City Council.

The following information reflects the staff research requested by the Sub-Committee:

Current Recruitment and Selection Procedures

Vacancies on Boards, Citizen Committees and Commissions are normally advertised in The Hamilton Spectator in January after the municipal election. The advertisement is normally found in the "auctions and tenders" section of the paper.

If a mid-term vacancy occurs, a Board, Citizen Committee or Commission may decide to either: fill or not to fill, advertise for applications, interview and/or select applicants already on file, or nominate another appointee.

Applicants forward a letter of interest, often accompanied by a resume, to the City Clerk's Department. The applications are sent for review to the Standing Committee of Council through which the Board, Citizen Committee or Commission reports.

The selection processes used by the Standing Committees vary. A Standing Committee may make its recommendation directly from the list of applicants, or delegate the responsibility to the Aldermen who sit on that particular Board, Citizen Committee or Commission. The selection may be based on a review of the application alone or on an interview. Additionally, candidates may be nominated from the floor during City Council.

The Parks and Recreation Committee has established selection criteria for the Citizen Advisory Committee (Appendix B).

The Mayor's Race Relations Committee Sub-Committee on Commissions and Committees has a mandate to elicit Visible Minority applications and monitor representation and participation of Visible Minorities on various City Committees and Commissions. It has taken the following steps to fulfil this mandate:

- (a) Sent letters of introduction to all Committees and Commission requesting receipt of notices of vacancies.
- (b) Sent letters to various ethnic groups for their information and requested applications.
- (c) Created an applicant pool.



### Recruitment Initiatives of Other Municipalities

London, City of Toronto, Metro Toronto, City of Ottawa, Mississauga, Etobicoke, Regional Municipality of Waterloo and North York were canvassed to determine if any strategies are in place to improve Visible Minority representation. Toronto and Ottawa have undertaken steps to increase the presence of Visible Minorities amongst appointees to boards and commissions.

#### City of Toronto

A Nominating Committee (a Sub-Committee of Council) is specifically charged to inform, recruit and select appointees. Vacancies are advertised twice yearly in the daily and weekly community newspapers and the advertisements explicitly encourage applications from Visible Minorities. Open information sessions, which describe the work of the various committees, the time commitment required and the expertise sought are held by the Nominating Committee for interested citizens. The Nominating Committee reviews the applications, interviews a short list and makes its recommendations to the appropriate Standing Committee. The Standing Committee will make its recommendation to City Council.

#### City of Ottawa

A Visible Minority Advisory Committee (a Sub-Committee of Council) has a mandate similar to that of the City of Toronto's Nominating Committee. More detailed information is being forwarded to Human Resources.

The Sub-Committee, at its meeting held 1990 June 26th, directed staff to request comments from the Mayor's Race Relations Committee, the Hamilton Status of Women Sub-Committee, and the Committee for the Disabled on their proposed recommendations to the Finance and Administration Committee. The following comments were received:

#### Mayor's Race Relations Committee

Professor Jain, Co-Chairman of the Mayor's Race Relations Committee is in favour of the following strategies:

- (a) More prominent advertising of vacancies for appointments to citizen Committees, Boards and Commissions;

- (b) A notation in the advertisement to encourage applications from women, people with disabilities and racial and ethnic minorities;
- (c) Developing an information brochure in a variety of languages; and,
- (d) Striking an Advisory Committee to assist in the recruitment of visible minority applicants.

Hamilton Status of Women Sub-Committee

- (a) That advertisements for vacancies on City Committees appear in the Metro Section or the Now Section of the Hamilton Spectator and not in the Classified Section on the Tenders page; and,
- (b) That pictures depicting women, people with disabilities and racial and ethnic minorities be used in each advertisement to encourage applications from the same.

Regional Advisory Committee for the Physically Disabled

- (a) The Regional Advisory Committee for the Physically Disabled has been considering a similar type of initiative to encourage participation of disabled persons in local government. Attached as Appendix "C" is the response from the Staff resource person.

Attch's.

c.c.'s - Alderman D. Agostino, Chairman  
Sub-Committee to Review Visible Minority Survey  
- Alderman M. Kiss, Member  
Sub-Committee to Review Visible Minority Survey  
- Mr. M. Webber, Member  
Mayor's Race Relations Committee  
- Mr. T. Childs, Member  
Mayor's Race Relations Committee  
- Mr. J. Johnston, Commissioner of Human Resources  
- Mrs. Elizabeth Bourns, Human Resources Centre  
- Mrs. S. Glover, Secretary  
Mayor's Race Relations Committee  
- Ms. C. Coutts, Secretary  
Hamilton Status of Women Sub-Committee  
- Ms. Lindsey George, Staff  
Regional Advisory Committee for the Physically Disabled

## Appendix A

### Survey of Visible Minorities

#### City of Hamilton Boards, Commissions, and Citizen Committees

##### Purpose:

To determine the representation of visible minorities on the City of Hamilton Boards, Commissions and Citizen Committees and compare this to the ratio of visible minorities in the population of the City of Hamilton.

##### Methodology and Procedures:

Twenty-three Commissions and Boards were selected from The Corporation of the City of Hamilton Municipal Handbook, 1989-1990 Edition, based on the selection process for committee members. Those commissions or boards whose citizen members are appointed or elected by City Council were selected for the purpose of this survey. Commissions or Boards whose members are not chosen by City Council were not included in this survey.

The Visible Minority Survey employed for this study was approved by the Ontario Human Rights Commission, September 1987 - Program #52, and has been previously used in both the Region of Hamilton-Wentworth and the Corporation of the City of Hamilton WorkForce Surveys conducted in 1987 and 1988.

The comparator data used for this study is drawn from the 1986 "Census information - Population by Ethnic Origins and Population by Selected Ethnic Origins" for the Hamilton area. This was the most current information available.

Participation in this survey was voluntary and anonymous. In order to record responses by committee, but maintain individual anonymity, the survey forms for each board, commission and committee were matched with a different printer font style.

Individual packages enclosed in a blank envelopes, were prepared for each committee member consisting of:

- a cover letter explaining the purpose of the survey;
- instructions on the completion of the survey;
- a visible minority survey form;
- a list of examples of visible minorities; and
- a self-addressed envelope.

The packages were grouped together by Commission, Board or Committee and sent to the Secretary of the Committee for distribution. Each committee secretary was directed to either distribute the packages at the January committee meeting or mail one to each committee member. Responses were returned in the self-addressed envelopes directly to the Employment Equity Co-ordinator.



## Results:

Fifty percent of the surveys sent out were returned (104/208). The number of responses by committee is shown in Chart 1.

The respondent data indicates that:

- 16.35% identified themselves as members of visible minorities or aboriginal groups;
- 5.77% of returned surveys were not completed;
- 4.8% identified themselves as members of visible minorities but did not specify which category (Chart 2)
- 5 of the 23 committees and the group of the elected officials reported representation of one or more visible minority and/or aboriginal group (Chart 3).

The 1986 Census reports that visible minorities and aboriginal groups in the Hamilton-Wentworth Region\* represent 3.47% of the total population (Chart 4). The breakdown of these groups is found in Appendix 1.

## Discussion:

The return rate for responses was remarkably high given this was a voluntary and anonymous survey. We are only able to base our findings on the number of individuals who actually responded to the survey. To avoid methodological error, we cannot apply the data received to the total population of all committee members invited to participate in the survey.

There are several factors that must be considered before drawing conclusions:

Were individuals who responded more likely to belong to a visible minority or aboriginal group? If so, the percentage of visible minorities and individuals of aboriginal heritage may appear higher than what is represented in the population being examined.

Did individuals answer the survey correctly? We must assume this is the case, however, some data is suspect. Three members of one committee answered identically, indicating they belonged to a visible minority but did not specify which group.

Is the data skewed? A sample of the population may hold an inordinately high percentage of the target being examined. Of the 16.35% reported visible minorities and/or aboriginal groups, 9.615% were found in one committee alone.

---

\*includes Burlington and Grimsby

The results of the "Survey of Visible Minorities for City of Hamilton Boards, Commissions and Citizen Committees" conducted in 1987 showed that members of visible minorities and aboriginal groups were not represented on the committees. The present survey indicates that 16.35% of committee members who responded to the survey are members of a visible minority or aboriginal group.





# APPENDIX I

## VISIBLE MINORITY STATISTICS\*

### 1986 CENSUS

Ethnic Origin	Total #	% of All Visible Minorities and Aborigines	% of Total Population (557 029)
West Asian and Arab	1625	8.4	.29
Indo Pakistani	4310	22.8	.79
East Indian (Japanese, Chinese, Korean)	5085	26.3	.92
Caribbean	705	3.73	.131
Black	3155	16.3	.57
Indonesian	1285	6.6	.23
Southeast Asian	955	4.9	.17
South and Central American	305	1.6	.05
<b>TOTAL VISIBLE MINORITIES</b>	<b>17525</b>	<b>90.7</b>	<b>3.15</b>
Aboriginal (Inuit, Metis, North American Indian)	1805	9.3	.325
<b>GRAND TOTAL</b>	<b>19330</b>	<b>100</b>	<b>3.47</b>

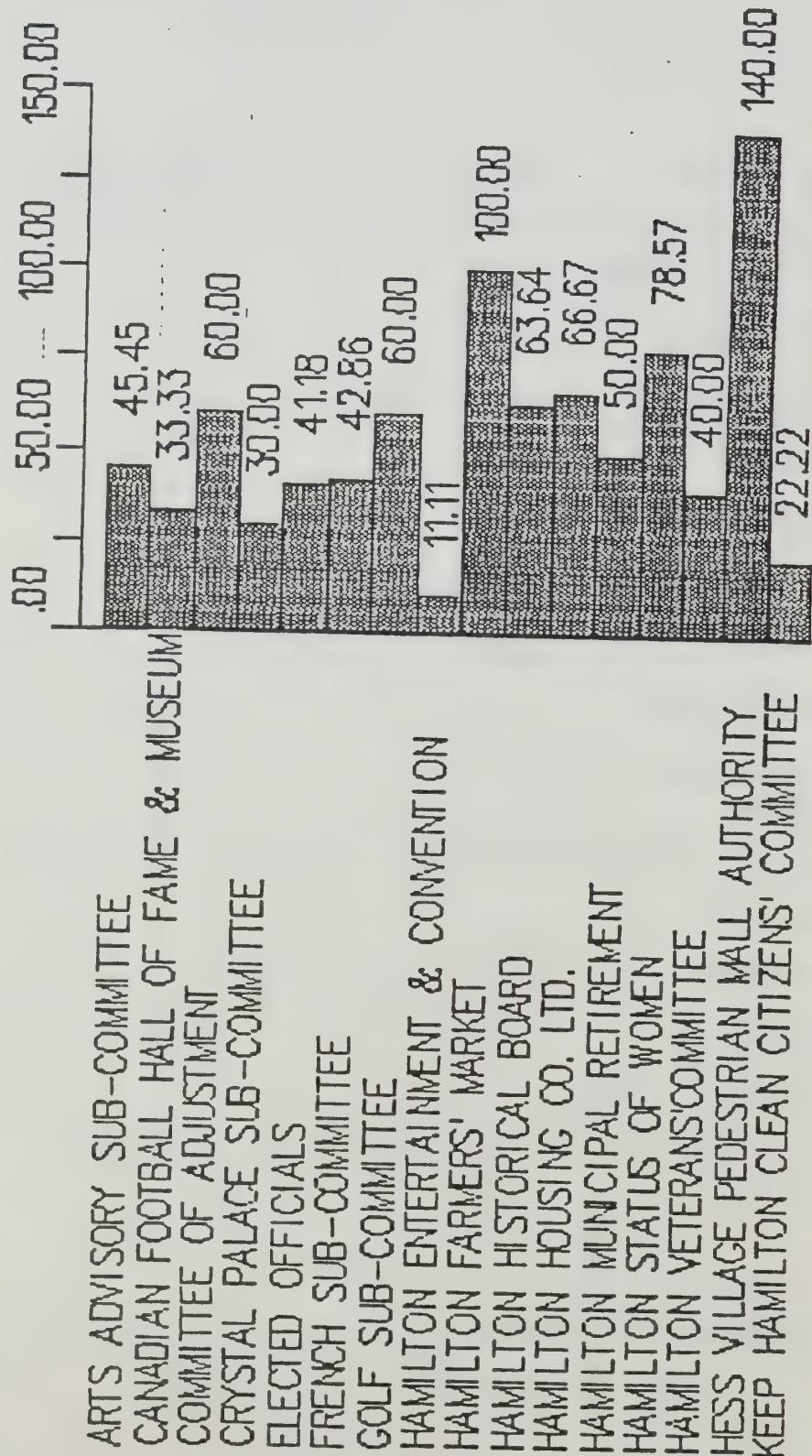
\*Hamilton-Wentworth Region including Burlington and Grimsby.

# VISIBLE MINORITY SURVEY - 1990

(CHART 1)

COMMITTEE NAME

\* RESPONSES/MEMBERS

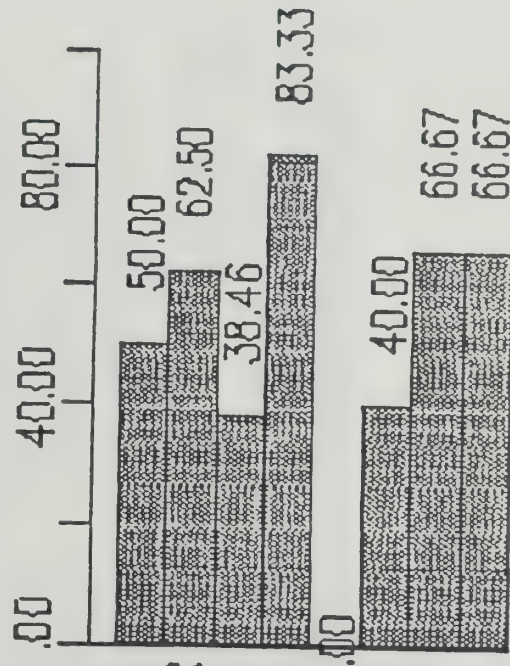


# VISIBLE MINORITY SURVEY - 1990

(CHART 1)

COMMITTEE NAME

\* RESPONSES/MEMBERS



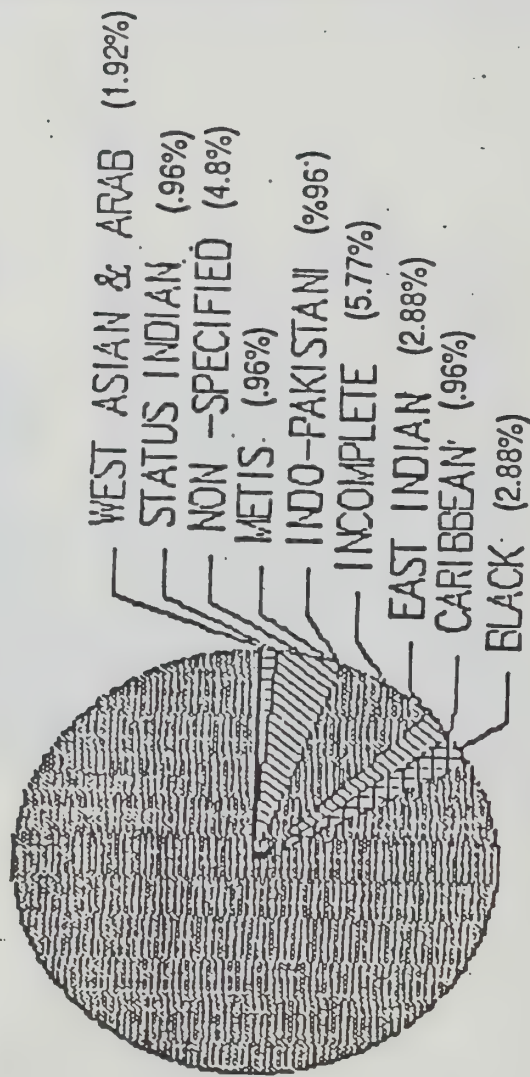
LICENSING COMMITTEE  
 LOCAL ARCHITECTURAL CONSERVATION ADVISOR  
 MAYOR'S RACE RELATIONS COMMITTEE  
 MUNICIPAL NON-PROFIT HOUSING CORP  
 PARKING AUTHORITY-COMMITTEE  
 PARKS & RECREATION CITIZENS' ADVISORY  
 PROPERTY STANDARDS COMMITTEE  
 PUBLIC LIBRARY BOARD

# VISIBLE MINORITY SURVEY - 1990

(CHART 2)

## VISIBLE MINORITY BREAKDOWN FOR RESPONSES

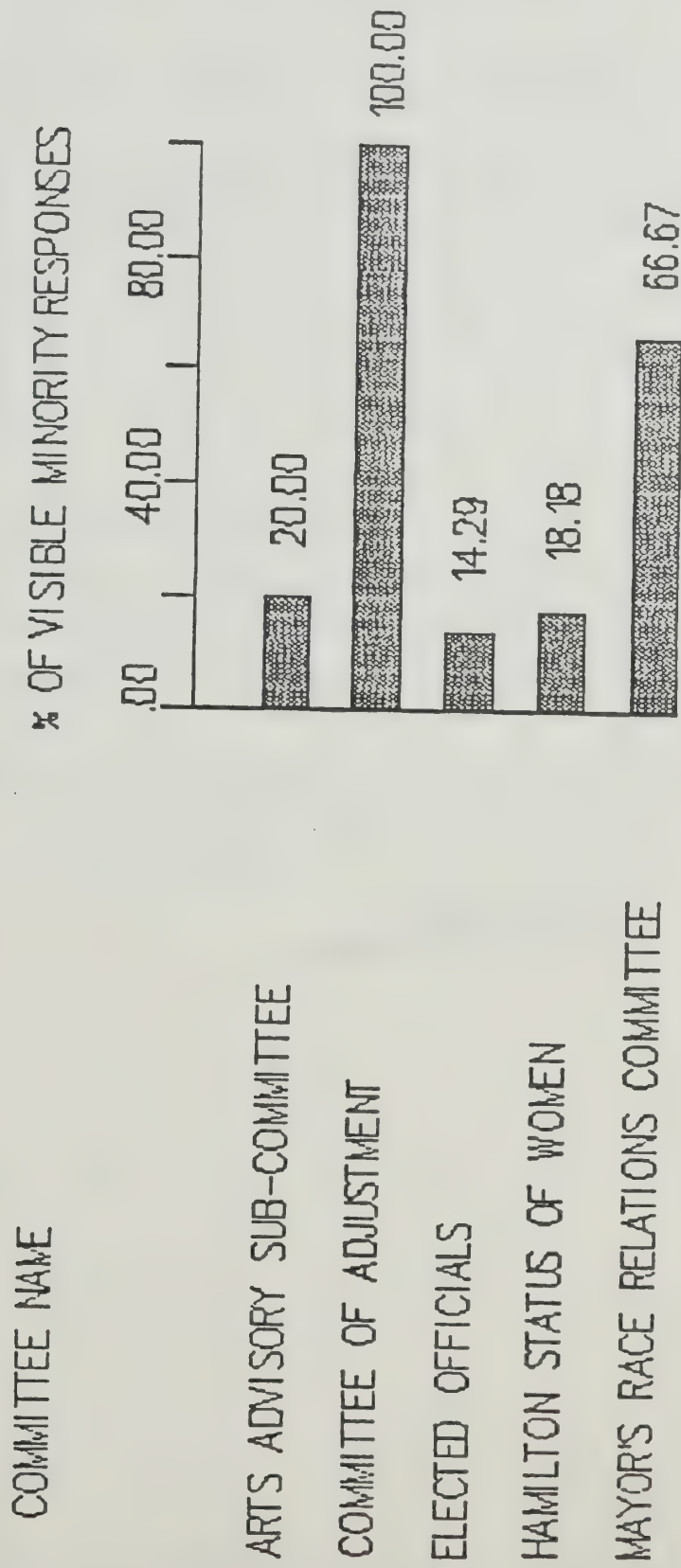
NON-VISIBLE MINORITIES - (83.65%)  
(WHITE)





# VISIBLE MINORITY SURVEY - 1990

(CHART 3)

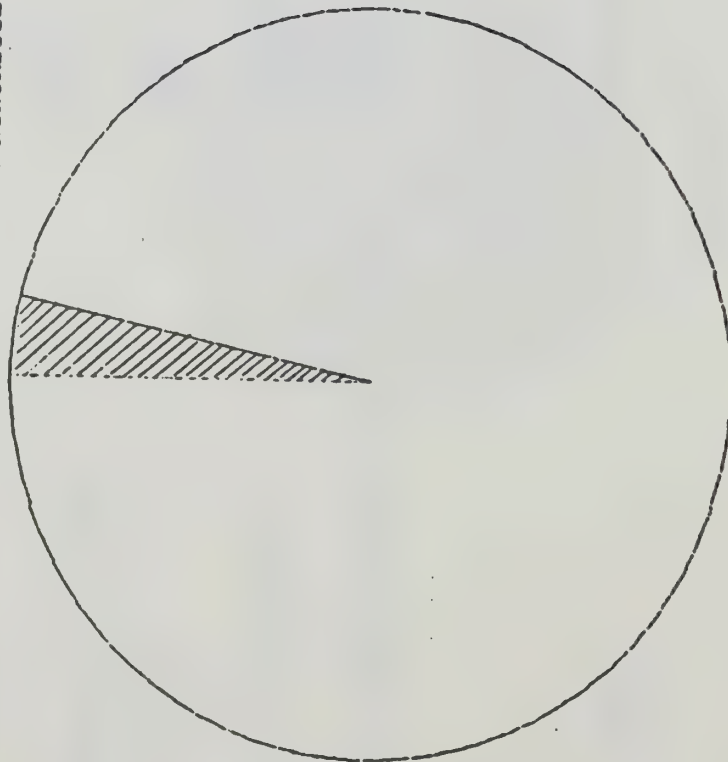


VISIBLE MINORITY SURVEY - 1990

1986 CENSUS STATISTICS

CHART 4

% OF VISIBLE MINORITIES (3.5%)



WHITE (96.5%)

LEGEND

VISIBLE MINORITIES INCLUDE:

WEST ASIAN & ARAB	.29%
INDO-PAKISTANI	.79%
EAST INDIAN	.92%
SOUTH EAST ASIAN	.17%
CARIBBEAN	.131%
INDONESIAN	.23%
ABORIGINAL PEOPLES	.325%
BLACK	.57%

## Appendix "B"

### Criteria of Appointment to the Parks and Recreation Citizens' Advisory Committee

B. That the following criteria be considered in determining the Composition of the Parks and Recreation Citizens' Advisory Committee, and so advertised prior to the selection process:

- i. Sports - background and experience in various sports
- ii. Arts - background in multi-art disciplines and current development
- iii. Heritage - experience in Historical issues and Ethnic mosaic
- iv. Special Populations - working knowledge of special population groups and accessibility
- v. Conservationist/Horticulturist - background in open space conservation and development principles
- vi. Communication - experience in marketing skills and committee communication

NOTE: Committee positions would be advertised with consideration being given to the selection reflecting the (6) six set areas listed, and/or, a member-at-large with a wide general knowledge in the Culture & Recreation field.





## THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Regional Advisory Committee for the Physically Disabled  
 c/o Department of Social Services  
 119 King Street West, 12th Floor  
 Hamilton, Ontario

Voice 546-2185  
 T.D.D. 522-1787  
 Fax 577-0115



Mailing Address:  
 P.O. Box 910, Hamilton, Ontario  
 L8N 3V9

Memorandum

July 19, 1990

To: Susan K. Reeder, Sub-Committee to Review Visible Minority Survey

From: Lindsey George, Staff  
 Regional Advisory Committee for the Physically Disabled

Re: Visible Minority Participation on Boards, Committees and Commissions

Having only a day to review the material, I hope that I can offer some worthwhile suggestions regarding the recommendations. Unfortunately, there isn't sufficient time to have a review by Advisory Committee members; however, I will bring this to their attention at the next meeting.

The Regional Advisory Committee for the Physically Disabled has spent considerable time in the past year considering a similar question regarding the participation of persons with disabilities in local government activities. I have enclosed a copy of our recommendations which are now being considered by the Region's Finance and Personnel and Legislation and Reception Committees for implementation. As you will see, some of the recommendations will hopefully be cost shared with the City of Hamilton.

I would highlight, in particular, the recommendation which suggests that outreach into the community is necessary to inform persons with disabilities, and others, about what opportunities are available for participation in local government, how committees work, how one applies to be a member, and the mandate of committees, boards and commissions. We have suggested that this outreach take place concurrent with the beginning of each term when committees are being struck. This would mean a campaign every three years. It would seem that an Advisory Committee could take on responsibility for this, with staff assistance. Given that there is a Regional recommendation for a similar function, perhaps this could be a joint endeavour?

If I can be of further assistance please don't hesitate to contact me. Certainly it would seem to make sense to have some liaison if we are looking at implementing similar kinds of activities.

c.c. Councillor Geraldine Copps

*Lindsey*



POLICIES - ACCESSIBILITY TO PARTICIPATION  
(was renamed before it went to Council)

April 1990

Prepared by: The Accesssibility to Information Sub-Committee  
Staff contact, Lindsey George 546-2185

Prepared for: The Regional Advisory Committee for the Physically  
Disabled

BACKGROUND

The Regional Advisory Committee for the Physically Disabled became concerned about access to information services for disabled citizens during the fall of 1989, as we began to problem-solve how to provide information for a blind committee member. As a community, we have become more sensitive to the needs and rights of disabled citizens. It has become evident that ensuring access to local government for disabled citizens is a responsibility of local government which bears further development. Physically disabled citizens, while making up almost 10% of the population, are not well represented in the activities of local government. There are a number of reasons why this may be true:

- Disabled citizens are unable to take part in activities such as meetings because there are no services available to enable participation.

- Disabled citizens may not know what opportunities are available to them to participate.

- Disabled citizens may not be well informed about how local government works and, therefore, are not well prepared to take part in those activities.

Disabled citizens, as others, may of course choose not to participate in local government activities. It is the role of local government to ensure that all citizens have the same choices available to them. It is hoped that the implementation of these policies will enable greater participation, by disabled citizens, in local government.

Initiatives such as Long Term Care Reform and the changes proposed by the Report of the Provincial Municipal Social Services Review will require the direct input of consumers of services. As local governments take on greater responsibility for planning and meeting a broader range of the needs of our citizens, it becomes increasingly important for us to enable the input of as wide a range of interests as possible.

In October 1989, the Regional Advisory Committee for the Physically Disabled struck an Ad Hoc Access to Information Sub-Committee to

draft policies, procedures and a budget to facilitate access to information for blind, visually impaired, deaf and hard of hearing citizens. Although focused on a specific group of citizens, these policies actually serve the interests of a much wider group including persons with learning disabilities, those who are not literate and those whose physical disabilities make the act of reading extremely difficult. The recommendations of this report may, in fact, benefit the community as a whole by placing greater emphasis on informing the community of the activities of local government and encouraging citizen participation.

Local government has shown considerable leadership in continuing to promote accessibility for persons with mobility disabilities and in providing American Sign Language interpretation at council meetings. A continued commitment to accessibility will provide a model for the rest of the community in facilitating the integration of disabled citizens into community life.

#### DESCRIPTION OF THE PROBLEM

Citizens have a right to and a need for information about local government activities and the opportunity to participate in such activities of local government as they feel are of concern to them. In order to ensure that everyone has reasonable access to local government activities, it is necessary to deal with three areas:

- Provide information in a form that is easily understood and easily accessible.

- Ensure that citizens who choose to are able to participate in local government activities.

- Ensure that citizens are informed about the opportunities available to them to participate in local government activities.

The increasing emphasis on maintaining disabled and senior citizens in the community, and in particular the Provincial Long Term Care Reform, indicate a growing need to facilitate access to information and local government activities. There is likely to be an increase in the number of citizens who will remain in the community and want, and need, to advocate on their own behalf. They will require information about issues, services and resources and have the opportunity to attend public meetings about community issues such as the East-West Corridor, Sunday shopping, Bingo licensing and accessible taxi licensing.

The increasing wellness of seniors, despite vision and hearing loss, means that more seniors are becoming active in community affairs. This is also true of young disabled persons, as more and more are able to live independently in the community and are active in the voluntary sector. These community volunteers relate to local government in a number of ways and need to be informed about local government activities in order to play a role in community affairs.



Although it is difficult to assess demand, there is information available about the incidence of disabilities within the Region. It should be noted that disability rates should be used with caution. There is a tendency towards under-reporting, particularly amongst those whose vision and hearing is deteriorating over time and who do not label themselves as disabled.

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#### **Profile of Deaf, Hard of Hearing, Visually Impaired and Blind Persons - 1986**

Deaf and Hard of Hearing Persons make up 10% of the population. In Hamilton-Wentworth, this means that approximately 42,000 persons are deaf or hard of hearing. Hearing loss is the largest chronic disability among seniors, with a reported 60% having a clinically significant hearing loss. There are 63,000 seniors living in the Hamilton-Wentworth Region.

Blind and Visually Impaired Persons. There are reportedly approximately 2,400 persons (between 15 and 64 years) living in Hamilton-Wentworth who have visual impairments. There are 1,272 blind persons registered with the C.N.I.B. in Hamilton-Wentworth. There are 14,780 disabled seniors living in the Region. We could expect approximately 14% (over 2,000) of these persons to experience functional limitations in their visual capacity.

\*figures from the Canadian Hearing Society, the Canadian National Institute for the Blind, the Office for Disabled Persons (1989) and the Health and Activity Limitation Survey (StatsCan 1986).

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To enable access for these citizens local government must find alternative ways of communicating and providing information. Other municipalities have dealt with the issues in a number of ways:

- Providing a portable audio-amplification system.
- Installation of audio-amplification systems into council chambers.
- Business cards in braille.
- Large print versions of minutes, agendas reports and publications.
- Taped versions of minutes, agendas, reports and publications.
- A coordinator of services for the disabled on staff.
- A full time ASL interpreter for deaf persons or contracting for ASL interpretation as needed.
- Tax assessments in large print.
- Telephone Devices for the Deaf (T.D.D.'s).
- Braille versions of reports, agendas and minutes.

## RECOMMENDATIONS

To facilitate access to information for visually impaired persons:

1. Purchase of a CCTV with electrically adjustable table and chair. A CCTV is a viewer that magnifies copy up to 60 times and allows visually impaired persons to read materials such as invoices, brochures, reports, books, and minutes. The CCTV should be placed in a central location that will provide access for a range of citizens needs of local government.

2. Purchase of a CCTV for the Resource Centre for the Disabled at the Hamilton Public Library. This equipment is likely to be purchased this year by the library. The CCTV will facilitate viewing of council and committee packages which will be stored at the Resource Centre for the Disabled for ease of access by the public.

3. Large print versions of minutes and agenda packages be provided to the public through the Resource Centre for the Disabled at the Hamilton Public Library. These will be provided as they are available and kept for between three and six months, dependent on storage considerations. Citizen requests for information in large print, in addition to these, can be provided through the Clerk's Department (for example, reports and background information).

4. Large print versions of committee packages automatically be available for visually impaired committee members and provided through the Clerk's Department.

To facilitate access for blind, non-literate and learning disabled citizens:

5. Taped versions of minutes and agendas be available for listening at the Resource Centre for the Disabled at the Hamilton Public Library. The taping of these materials be contracted out and an evaluation of the cost effectiveness and efficiency of contracting out be undertaken during the first twelve months.

6. Taped versions of reports and attachments from committees and council be provided, on request, through the Clerk's Department. As we cannot assess the demand for this type of service, this work be contracted out and an evaluation of the cost effectiveness and efficiency of the service be undertaken during the first twelve months. The alternative may be to provide these services "in-house".

7. Taped versions of committee packages automatically be made for committee members. This work should be organized by the Clerk's



Department and contracted out and evaluated in conjunction with #5 and #6.

8. Braille versions of agendas, minutes and reports be provided on request. This work be contracted out to the Canadian National Institute for the Blind.

To facilitate access for deaf citizens:

9. American Sign Language (ASL) interpreters be provided for all public or committee meetings on request from citizens. In order to facilitate this (because of the shortage of interpreters), notice of meetings will have to be made, and requests received, three weeks in advance of the meeting.

10. American Sign Language interpreters be situated at council meetings so that the audience within council chambers, as well as the TV audience, can see the interpreters.

11. American Sign Language interpreters automatically be provided for all committees of which deaf citizens are members and this be arranged through the Clerk's Department by the committee secretary. The Canadian Hearing Society provides a booking service.

12. Local government assess, over a twelve month period, the demand for ASL services to consider the cost effectiveness of having an interpreter on staff. The cost may be shared between participating municipalities and the Region.

13. Local government provide T.D.D. services and the number be publicized on letterhead, information directories and the telephone directory and the number be placed on local government ads. As no record has been kept regarding the demand for T.D.D. access, the committee has recommended purchasing one new machine during 1990. The machine will be placed in the Regional Social Services Department. Calls will be monitored to evaluate where in the organization T.D.D.'s may be necessary.

To facilitate access for hard of hearing citizens:

14. A portable audio-listening system be available for all meetings. Two days notice will be necessary to set up the equipment. Notice should be given to the Clerk's Department.

15. An audio-listening system be installed in council chambers. An installed system is necessary in larger meeting rooms. A portable system would not accomodate the area of the council chambers.



To facilitate access to information about opportunities for participation:

16. Committee and public meetings be publicized in an auditory as well as a visual manner. For example, using Cable 14's Bulletin Board or "News on the Air" program or accessing the SPECTEL program of the Hamilton Spectator.

17. That a publicity campaign announce the new access to information policies.

18. There be a telephone information line, with both voice and T.D.D. numbers, which gives recorded information about upcoming council, committee and public meetings. This type of service is a cost efficient way of providing information to the public. (see attachment)

To facilitate participation in local government activities:

19. Local government hold public information sessions, in the community, before each new term begins. These sessions would inform disabled (and other) citizens of the opportunities for membership or participation on committees, how committees work, what they do and how members are selected.

## FINANCIAL CONSIDERATIONS

### Capital Costs <sup>purchases</sup> (estimated):

CCTV	\$5,000.00
Table (accessible, electric)	1,500.00
Chair (ergonomic)	500.00
T.D.D. (already purchased)	710.00
Tapes	300.00
Tape recorders (2)	150.00
Specialized Sound System (approx.) for council portable	9,306.00
T.D.D. (for information line)	710.00
	-----
Total	\$18,176.00

### Service Costs (estimated/year):\

CCTV	195.00
------	--------

### Labour Costs:

Taping costs at \$10 - \$12 per hour of playing time

- estimate 20 hours/month for library taping
- estimate 20 hours/month for committee members taping
- estimate 8 hours/month citizen requests

maximum 7,000.00

Telephone information line (annual)	500.00
-------------------------------------	--------

Total	7,500.00
-------	----------

Total Expenses Year One \$25,871.00

It is suggested that the Region fund the policies for immediate implementation, cost sharing with the City of Hamilton as appropriate, and recovering capital costs from funds set aside and remaining unspent from the 1990 budget.

The following items could be used and, therefore, may be cost shared between the Region and the City of Hamilton:

- CCTV
- portable sound system
- auditorium sound system (council chambers)
- cost of the telephone information line (and T.D.D.)

Access to Information Sub-Committee Membership

Vinci Giancola, Sign Language Coordinator, Canadian Hearing Society

Karen Cooper, Resource Centre for the Disabled, Hamilton Public Library

Ross Robinson, Regional Advisory Committee for the Physically Disabled

Geraldine Copps, Chairperson, Regional Advisory Committee for the Physically Disabled

Caroline Hay, Coordinator, Occupational Therapy, Department of Human Resources

Mary Giacomelli, Secretary to Committees, Regional Clerk's Department

Lindsey George, Social Planning Division, Regional Social Services

Tim Nolan, Coordinator for the Disabled, McMaster University

FOR ACTION

15(a)

JUL 19 1990

REPORT TO: J. Thompson  
Secretary, Finance & Administration Committee

FROM: J. Johnston  
Commissioner of Human Resources

DATE: 1990 July 4  
COMM FILE:  
DEPT FILE: C-041-90

SUBJECT: Reclassifications and New Positions - Culture and Recreation

RECOMMENDATION:

That the salary classifications for the following non-union positions in the Culture and Recreation Department be approved.

<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY</u>
Mgr. of Operations and Office Services	To assist and act on behalf of Director, to administer and manage the operations and activities of the Department.	K	\$42,145.48 - \$49,611.12
Arts Co-ordinator	To co-ordinate the implement- ation of the Municipal Arts policy.	N	\$33,596.16 - \$39,617.24
Admin. Asst. II	Provide secretarial and administrative support to the Director and Manager of Operations and Office Services.	O	\$30,224.48 - \$35,522.76
Admin. Asst. IV (2)	Provide secretarial and administrative services to Managers in the Cultural, Planning & Technical Services Sections.	Q	\$24,925.68 - \$29,381.56

FINANCIAL IMPLICATIONS:

N/A

con't...



BACKGROUND:

On September 26, 1989, City Council approved certain re-organizational changes within the Culture and Recreation Department. As a result of these changes, the position of Office Manager was deleted and the Manager of Operations and Office Services was created in its place.

The Arts Co-ordinator was a contract position which was accommodated in this year's budget with a request from the department that the salary be retroactive to January 1, 1990 and the anniversary date for other purposes be effective from the original contract date of August 2, 1988.

The Administrative Assistant II is a reclassification resulting from the re-organization of the department as noted above. The remaining two Administrative Assistants were approved in this year's budget as part of the re-organizational needs of the department.

All of the above classifications were reviewed and approved by City Core Group at its meeting of June 27, 1990.



J. Johnston

4. (a) That the Director of Culture and Recreation be authorized to restructure that department into the following three (3) delivery of service sections:
- (i) Culture responsible for heritage, arts, and multi-culturalism.
  - (ii) Recreation responsible for sports, fitness, and social programs.
  - (iii) Planning responsible for programs, facility and policy development.
- (b) That each section include the following positions:
- (i) Manager of Cultural Services - (Delete Heritage Services)
    - Heritage Co-ordinator (New Position)
    - Arts Co-ordinator (Existing Position)
  - (ii) Manager of Recreation Services - (Delete Municipal Services)
    - Facilities Co-ordinator (New Position)
    - Program Co-ordinator (Delete Sports Co-ordinator)
    - Festivals and Events Co-ordinator (Delete Special Services)
  - (iii) - Manager of Planning Services - (New Position)
    - Development Co-ordinator (New Position)
    - Project Co-ordinator (Existing Position)
- (c) That these positions be kept within the present personnel allocation of the Department and subsequent positions be subject to future budgetary approval.
- (d) That these positions be subject to classification by the Human Resources Centre and approval by the Personnel Committee.
5. (a) That the report on an Integrated Emergency Radio Communications System prepared by Plan Tel Consultants Inc. be received by City Council.



15(6)

FOR ACTION

JUL 19 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1990 July 18  
COMM FILE:  
DEPT FILE: C-045-90

SUBJECT:

Salary Reclassifications - Public Works Department - Parks Division

RECOMMENDATION:

That salary reclassifications for the following non-union positions in the Parks Division of the Department of Public Works be approved.

<u>POSITION TITLE</u>	<u>FUNCTION</u>	<u>GRADE</u>	<u>SALARY</u>
Superintendent, Parks Maintenance	Manages and co-ordinates the operations of the Parks Maintenance Division.	I	\$50,472 - \$59,471
General Foreman/ Woman (Parks Mtce)	Supervises the maintenance of all parkland and facilities.	K3	\$42,566 - \$50,107

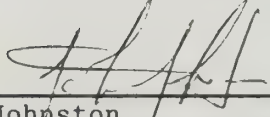
FINANCIAL IMPLICATIONS:

Costs incurred as a result of these reclassifications can readily be absorbed in the existing departmental budget.

BACKGROUND:

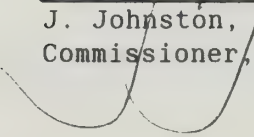
A proposed restructuring of the Parks Maintenance Section was approved by the Parks and Recreation Committee on August 22, 1989.

The restructuring resulted in a realignment of certain duties and responsibilities being performed by the General Foremen and the Superintendent, Parks Maintenance, thus necessitating a reclassification of these two positions.

---

J. Johnston,  
Commissioner, Human Resources Centre





FOR ACTION

RECEIVED  
AUG 16 1989

REPORT TO: Mr. R. C. Prowse  
Secretary, Parks and Recreation Committee

HUMAN RESOURCES CENTRE

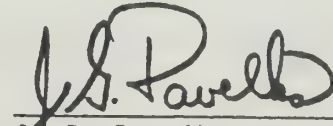
FROM: Mr. J. G. Pavelka, P.Eng.  
Director of Public Works

DATE: 1989 August 15  
COMM FILE:  
DEPT FILE: 89-3080

SUBJECT: Restructuring of the Parks Maintenance Section

RECOMMENDATION:

- (a) That the General Foreman - Parks II be reclassified to Superintendent of Sports Facilities.
- (b) That the position of Superintendent of Sports Facilities be evaluated.
- (c) That the two remaining positions of General Foreman in the Parks Maintenance position be reevaluated.

  
J. G. Pavelka, P. Eng.  
Director of Public Works

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

The maintenance of the City's parks is an ever increasing responsibility and becoming more and more complex as the responsibility includes more and more horticultural planting and landscaping within the parks. More importantly, the complexity includes liaison with the professional sport associations playing within the City of Hamilton and the on-going maintenance of the sports complexes.

To ensure that justice will be done by providing the required expertise, it is felt that the total parks maintenance should be separated into two components, sport facilities and parks maintenance. This compartmentalizing will enable Parks Maintenance staff to concentrate on better turf management, baseball and sportfield maintenance, litter clean up, pathways, benches and special events. Complimenting this, Sport Facility staff can concentrate on their liaison with the sports associations to ensure that the fields are properly groomed and that

the facilities are properly maintained and upgraded as required. In this way adequate repairs and upgrading could be planned and budgeted for at Ivor Wynne Stadium, Mohawk Sports Complex, Brian Timmis Stadium, Sackville Hill Stadium, Victoria Park, Baseball Stadium and Globe Park softball and slow pitch complex.

This realignment will have the following benefits;

- A. each section can develop a greater expertise over a few activities rather than attempting to cover a larger number of activities more superficially.
- B. budget accounts can be better streamlined and separated rather than be broken up and shared by 3 subsections within the parks area.
- C. improved and more direct line of communication between sports facilities, the sports association and the Culture and Recreation Department.

The following concerns have been raised about these rearrangements and staff will have to monitor them. Initially staff are of the opinion that these concerns can be managed.

- A. Sports Facilities Superintendent will have to do some front line supervision.
- B. imbalance of supervisory staff between 2 foremen in the west end and 3 foreman in the east end may have to be rectified with another foreman for the west end parks.
- C. contingent on workloads, some cross over of supervisory staff may be required.

#### STAFFING

This proposed realignment of responsibilities would maintain the same complement. What is being recommended is that three positions, the proposed Superintendent of Sports Facilities and the two General Foremen's positions be evaluated along with the realignment of responsibilities.

The staffing would occur as is being recommended on the attached organization charts.

- A EXISTING ORGANIZATION
- B PARKS MAINTENANCE & SPORTS FACILITIES - SUMMER SCHEDULES
- C PARKS MAINTENANCE & SPORTS FACILITIES - WINTER SCHEDULES

#### SUCCESSION PLANNING

Over and above the rationale itemized above two other reasons exist for this proposed reorganization.

The existing organizational structure has existed for approximately 10 years. so organizationally it is desirable to remould responsibilities to create renewed interest and enthusiasm as well as challenges for the staff.

Over the past two years there has been a concentrated effort on providing much needed new equipment and budget for parks maintenance activities. The third and equally important ingredient is to motivate staff.

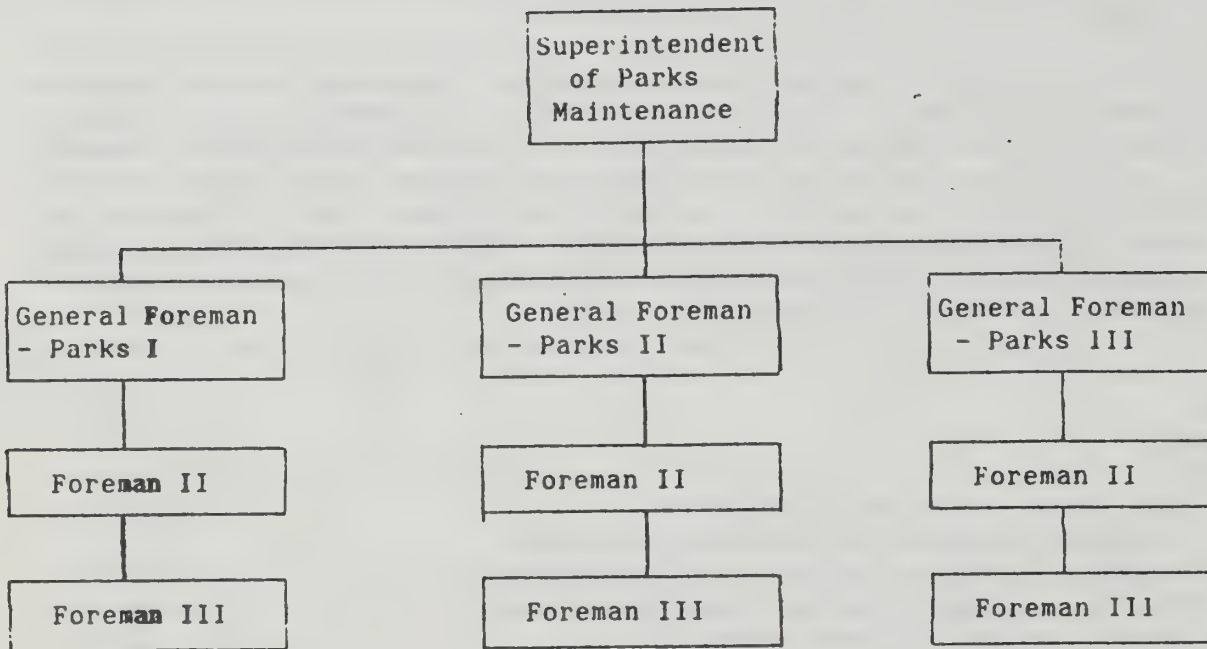
In addition to this the existing Superintendent of Parks Maintenance is within 1 or 2 years of retirement. This along with the retirement of the Manager of Parks requires changes to try to improve service. As well although all General Foreman are working diligently one General Foreman from Parks II has distinguished himself repeatedly including the entire supervision of the upgraded maintenance and police protection at Ivor Wynne Stadium at the Hamilton Tiger-Cat Football Games. An opportunity to determine if he can carry out the superintendent's responsibilities is in order.

JGP/mc

Attachment

cc L. Sage, Chief Administrative Officer  
J. Johnston, Commissioner of Human Resources  
R. Sugden, Director of Culture and Recreation  
D. Arnott, Superintendent of Parks Maintenance  
P. Booker, General Foreman, Parks I  
D. Cowan, General Foreman, Parks II  
D. Poireret, General Foreman, Parks III

A. EXISTING ORGANIZATION



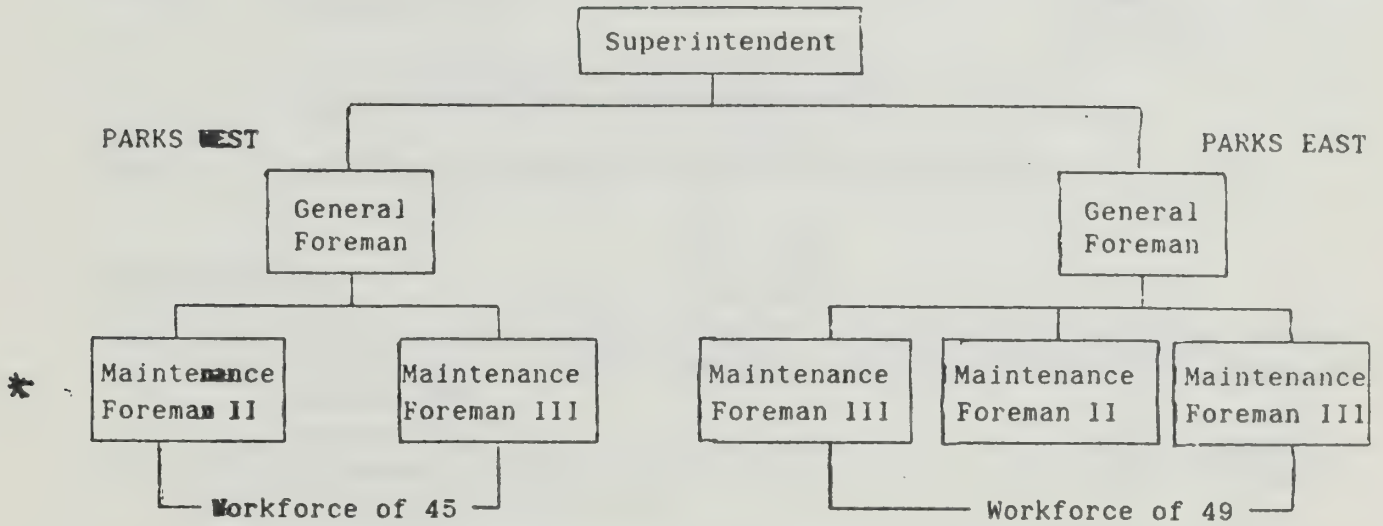
- 1 Superintendent
- 3 General Foreman
- 3 Foreman II
- 3 Foreman III

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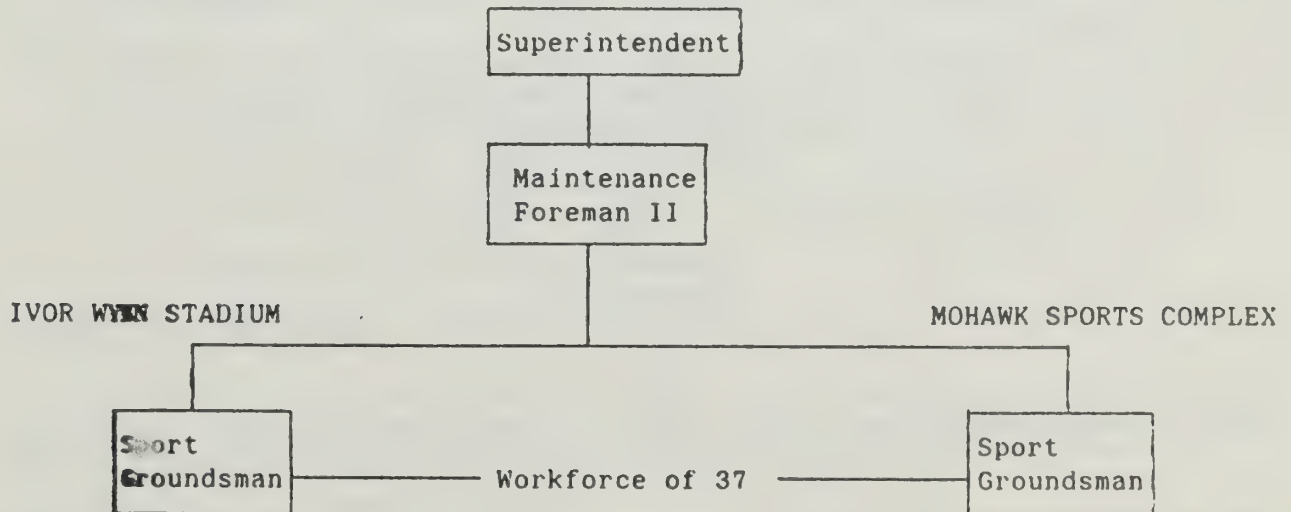
10 Employees

B. **PARKS MAINTENANCE AND SPORTS FACILITIES - SUMMER SCHEDULE**

PARKS MAINTENANCE



SPORT FACILITIES



\* of concern to staff is the imbalance of 2 Foreman proposed in Parks West versus 3 Foreman proposed in Parks East.

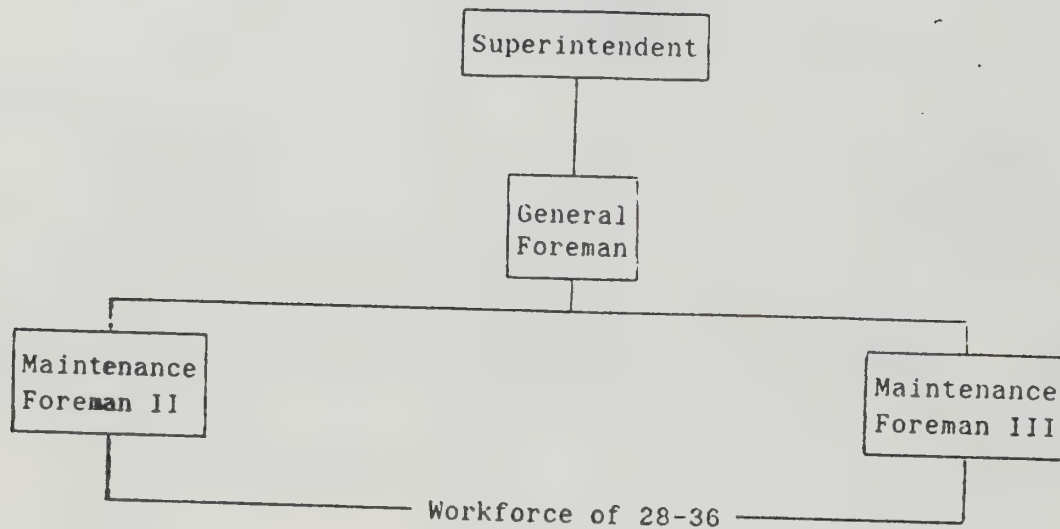
- 2 Superintendents
- 2 General Foreman
- 3 Foreman II
- 3 Foreman III

10 Employees

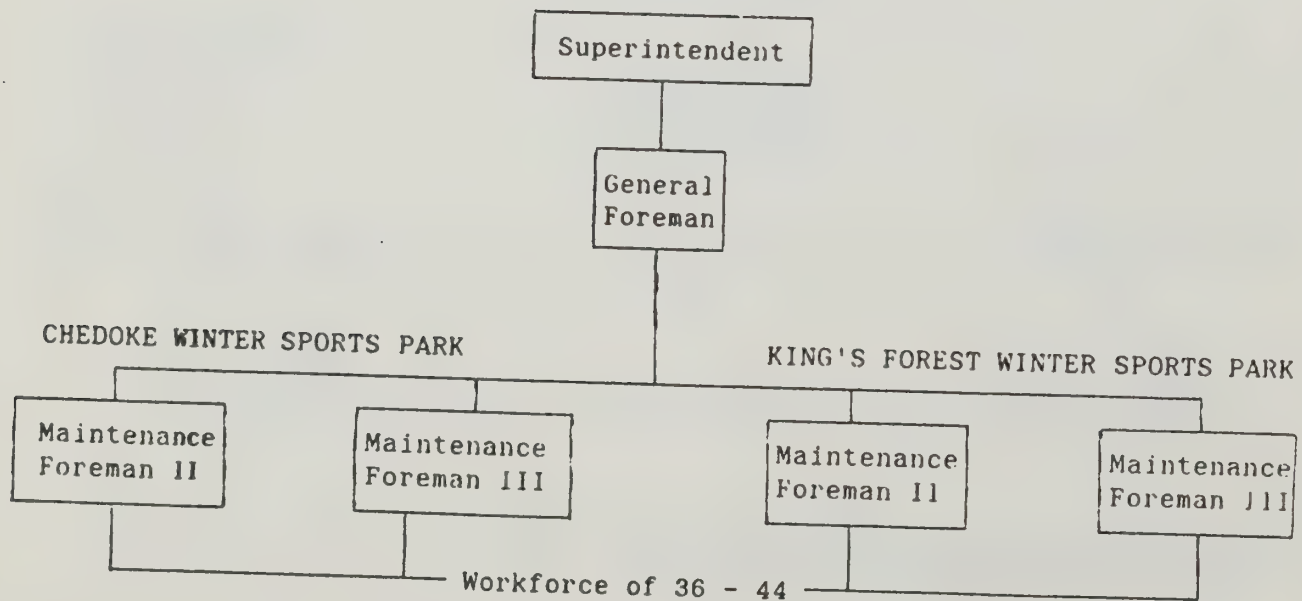


C. PARKS MAINTENANCE AND SPORTS FACILITIES - WINTER SCHEDULES

PARKS MAINTENANCE



SPORT FACILITIES



- 2 Superintendents
- 2 General Foreman
- 3 Foreman II
- 3 Foreman III

10 Employees

FOR ACTION

15(c)

REPORT TO: Mr. J. D. Thompson  
Secretary, Finance Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 25

COMM FILE:


DEPT FILE:

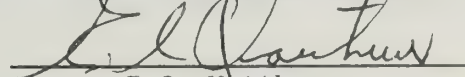
Mr. J. Johnston  
Commissioner, Human Resources

SUBJECT: RED CROSS SWIMMING INSTRUCTOR RECLASSIFICATION

RECOMMENDATION:

- (a) That the Red Cross Swimming Instructor be reclassified to regular part-time Lifeguard II position under Schedule "A" of the Collective Agreement for C.U.P.E. Local 167.
- (b) That the reclassification should go into effect on the day City Council approves the reclassification.
- (c) That the net annualized cost of implementing the reclassification in the amount of \$155,300 (gross annualized cost of \$201,780 less recovery from the Board of Education \$46,480) be financed by a transfer of appropriation from Account No. CH 54117 23001 Provision for Pay Equity.
- (d) That the City Treasurer be authorized to transfer the unspent balance i.e. the difference between the annualized cost and the actual cost of implementing the reclassification to the Reserve for Annualization.

  
\_\_\_\_\_  
J. Johnston  
Commissioner, Human Resources

  
\_\_\_\_\_  
E.C. Matthews  
Treasurer

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Increase in pay would be \$2.905 per hour. Annualized Cost: \$201,780.00 and Recovery: \$46,480. There are sufficient funds in the Provision for the Pay Equity Account to accommodate this increase in pay.

BACKGROUND:

The Part-Time Agreement in Local 167's Collective Agreement states:

Matters regarding part-time employees will be included in an appendix to the Collective Agreement including a description of those parts of the main Agreement which apply to part-time and articles which are specific to part-time.

The Red Cross Swimming Instructor and Lifeguard II job descriptions are basically the same and the same pay rate should be assigned to both positions.

c.c. Mr. R. Sugden, Director of Culture & Recreation  
Ms. L. Dale, Secretary, Parks & Recreation Committee



17(a)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance & Administration Committee

FROM: Ms. P. Noé Johnson  
City Solicitor

DATE: 1990 July 23

COMM FILE:

DEPT FILE:

Mr. K. E. Avery  
City Clerk

Mr. E. C. Matthews  
City Treasurer

SUBJECT: PROCEDURES FOR FINANCING OVEREXPENDITURE/UNBUDGETED ITEMS

RECOMMENDATION:

- (a) That in conjunction with the Procedural By-law general review which is currently underway, Section 25 be revised to clearly indicate that where a proposed expenditure cannot be accommodated within the specific Department's approved budget or within the global budget of the Departments under the jurisdiction of the respective Committee, no expense shall be incurred until the Finance and Administration Committee has recommended a source of funding to City Council.
- (b) That the procedure for processing an overexpenditure/unbudgeted item, for both the current and capital budgets as outlined in the attached report of the Treasurer dated 1990 June 20, be adopted.

.....  
P. Noé Johnson  
City Solicitor

.....  
K. E. Avery  
City Clerk

.....  
E. C. Matthews  
City Treasurer

FINANCIAL IMPLICATIONS: N/A

BACKGROUND:

At its meeting held 1990 June 21, the Finance and Administration Committee approved the following recommendation:

"That the Finance and Administration Committee, at its next regular meeting scheduled to be held 1990 July 26, develop and approve a strategy and procedure for processing an overexpenditure/unbudgeted item for both the Current and Capital Budgets.



Furthermore, that staff prepare a comprehensive report on the administrative policies and procedures for unbudgeted items including a review of the Procedural By-law for a special meeting of City Council as the Committee of the Whole prior to the next regular meeting of City Council on Tuesday, 1990 July 31 at 5:30 o'clock p.m. with dinner being provided to the Members of Council."

Attached for reference purposes are copies of the following reports which were received by the Finance and Administration Committee at its meeting held 1990 June 21:

- (a) A memorandum from Ms. P. Noé Johnson, dated 1990 June 5, containing an interpretation of Section 25 of the Procedural By-law;
- (b) A memorandum from Mr. E. C. Matthews, Treasurer, dated 1990 June 5, regarding financing procedure for an overbudget current expenditure.

The following recommendations were adopted by City Council 1990 April 24:

- (a) That in the event a Standing Committee approves of a program or service for which no funds have been budgeted in 1990, the Standing Committee find the required funds within their own Committee budget responsibility, and
- (b) That in order to accommodate any of these additional requirements, the department/board identify a saving or service/reduction deletion in a specific area of their budget.

Pursuant to Section 25 of the Procedural By-law, no expenditure may be incurred or appropriated, unless or until a source of funding has been identified. If a source of funding can be found within an overall Department budget, either through savings or amended priorities, the following limits apply:

- (a) a Department Head may authorize a transfer between line items up to \$500 limit;
- (b) a Department Head may request approval from the Treasurer/CAO for an intradepartmental transfer up to \$1 000. The Treasurer reports annually on the performance of each Department budget, Capital and Current, specifically highlighting those expenditures covered by an intradepartmental transfer.
- (c) a Department Head may request that the Standing Committee to which a specific Department reports consider and recommend to Council any intradepartmental budget adjustments in excess of \$1 000, within the overall Department appropriation.



Office of the City Solicitor

Memorandum

501 F 100

\*\*\*\*\*

TO: Alderman B. Hinkley  
Alderman, Ward 3

YOUR FILE:

FROM: P. Noé Johnson  
City Solicitor

OUR FILE:  
PHONE: 546-4634

SUBJECT: s. 25, Procedure By-law

DATE: 1990 June 5

Further to your request for an interpretation of s.25 of the Procedure By-law of the City of Hamilton as amended, I submit the following comments.

s. 25 No money appropriation not contained in the appropriate City Budget shall be finally acted upon by the Council until it shall have been referred to the Finance Committee(;) and

No money shall be paid by the Treasurer unless ordered by the Council except (:)  
coupons for interest on debentures,  
coroner's orders for inquests  
insurance premiums when certified by the City Clerk  
progress certificates and payments on contracts, and  
pay lists, when signed by the Mayor, or in his absence the Acting Mayor and the Chairperson of the Department  
to which the same are chargeable.

( The repositioning and punctuation for clarity was mine.)

The reference to the "Finance Committee" will be read as the successor Committee, Finance and Administration. The intention and effect of this section must be considered in line with the legislative constraints imposed on a Municipality.

The section as it now reads presents certain difficulties in interpretation. The issues revolve around the term "Appropriation", the double negative and the dearth of punctuation.

At law "appropriate", the verb, is defined as follows; "to set apart for or assign to a particular purpose to the exclusion of others" Re Sommerville (1926) 31 O.W.N. 289. see also R v. Century 21 Ramos Realty Inc (1987) 37 D.L.R. 4th, 649 (Ont. CA) Re Levy (1924) 26 O.W.N. 300.

This definition coupled with the standard legal Rules of Construction which presumes (1) all words to be given their literal meaning; (2) the manifest purpose is to be supported; and (3) "ut res magis valeat quam pereat" the construction which will bring about an effective result. (ie. the clause should have meaning consistent with the smooth operation of the system)

Based on the above rules applied to the section, I submit the following interpretation:

Amounts designated in the approved City Budget can be expended and charged accordingly, with no further referral to the Finance and Administration Committee and Council action. The corollary: Amounts not so designated must be referred to the Finance and Administration Committee for recommended source of funding prior to final action by Council.

Recommendations to Council from Standing Committees as a matter of process, must be simultaneously referred to Finance and Administration committee to identify a source of funding for Council approval. Those unfunded recommendations must be "subject to funding" when considered or approved by Council.

Procedurally, it may appear as a two-pronged recommendation from the Standing committee:

- (1) first recommendation on the unfunded item for approval subject to funding; and
- (2) second a referral to the Finance and Administration Committee or information that the issue of funding has gone directly from the spending Committee to Finance and Administration (illustrating that the requirement of the Bylaw has been met).

Unless and until a source of funding has been identified, there are no monies to "appropriate". No debt should be incurred unless an interim measure for charging expenditures has been approved by the appropriate committee.

Part 2 of section 25 appears to address situations which may or may not have been covered in the annual Budget approval process but are payments required by law.

Trusting that this satisfactorily deals with your inquiry, I remain

Yours truly,

  
PNJ

cc: E. Matthews, Treasurer  
PNJ:

# Treasury Department

JUN 6 1990

## Memorandum

\*\*\*\*\*

TO: Alderman B. Hinkley, Chairman  
Finance and Administration Committee

YOUR FILE:

FROM: Mr. E. C. Matthews  
Treasurer

OUR FILE:  
PHONE: 546-4523

SUBJECT: FINANCING PROCEDURE FOR AN  
OVERBUDGET CURRENT EXPENDITURE

DATE: 1990 June 5

The question to consider is whether a Standing Committee of Council can direct the Treasurer to make a financing recommendation directly to Council on Finance and Administration Committee accounts (i.e. current financial accounts, reserves, etc.) on an overbudget matter when the issue itself has been approved by the Standing Committee. This refers to a situation where the Standing Committee contends it does not have the resources itself to finance the issue for a current budget matter.

First of all, if the Standing Committee cannot afford it, that committee should do one of two things:

- 1) find the money from its own resources by a trade-off or a saving, or,
- 2) do not approve the issue in the first place. That is the City policy approved recently and, in my opinion, in all due respect to the Standing Committee involved, any Treasurer would be irresponsible to recommend anything other than take the money from the committee's own resources, and, make the recommendation directly to the F & A Committee.

At Council last Tuesday, May 29, 1990, the point of contention was the involvement of the F & A Committee in the recommendation and that it was determined to be incorrect procedure. Accordingly, the reference to F & A was removed.

In my opinion, if the Treasurer was authorized to make such recommendations directly to Council it would lead us into financial chaos. Even if Council wishes to ignore my opinion and the documentation I read out at Council last Tuesday, Item 25 of "Procedures At Meetings Of Council" which was referenced by a council member but not dealt with, reads as follows:

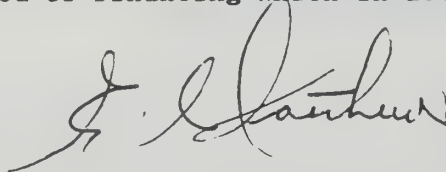
"25. No money appropriation not contained in the appropriate City Budget shall be finally acted upon by the Council until it shall have been referred to the Finance Committee and no money shall be paid by the Treasurer unless ordered by the Council except coupons .....".



1990 June 5

Alderman B. Hinkley, Chairman  
Finance and Administration Committee - Page 2

I take this section to be very explicit in its meaning and I would strongly recommend that all future such resolutions from Standing Committees indicate that F & A recommend the method of financing which in actual practice will originate from the Treasurer.

A handwritten signature in dark ink, appearing to read "J. Hinkley", is centered below the main text. The signature is fluid and cursive, with a large loop at the end.

c.c. Mayor R. Morrow  
Alderman H. Merling, Chairman, Transport and Environment Committee  
Alderman T. Murray, Chairman, Parks and Recreation Committee  
Alderman J. Smith, Chairman, Planning and Development Committee  
Mr. L. Sage, Chief Administrative Officer  
Mr. K. Avery, City Clerk  
Ms. P. Noé Johnson, City Solicitor

17(b)

FOR ACTION

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 June 20  
COMM FILE:  
DEPT FILE:

SUBJECT: PROCEDURE FOR PROCESSING AN OVERBUDGET ACCOUNT  
FOR BOTH THE CURRENT AND CAPITAL BUDGETS

RECOMMENDATION:

That the procedure for processing an overbudget account be as follows:

A. CURRENT BUDGET OVEREXPENDITURE

Department Head

1. Consider whether the item can be financed from a saving or a trade-off of an existing program after reviewing the complete departmental budget.
2. Where a standing committee or Council directs a department head to initiate a project which is not budgeted for, or would cause an overbudget situation, prepare a report for the consideration of the standing committee or Council outlining the nature of the expenditure and the method of financing it from departmental resources, and, if resources are not available recommend postponement or cancellation of the matter.
3. Consult with the Treasurer/CAO if none of the above conditions can be fulfilled and, in effect, Council policy, which states that all expenditures of standing committees must be provided from within its own resources, can not be complied with.
4. Prepare a report requesting that the Finance and Administration Committee recommend the method of financing.

Standing Committee

1. Receive and either approve or disapprove the recommendation of the department head stating the overexpenditure/unbudgeted item be financed either from a saving or a trade-off, or that it be postponed or cancelled.
2. Receive and either approve or disapprove the recommendation of the department head which recommends the overexpenditure/unbudgeted item be forwarded to the Finance and Administration Committee to recommend the financing.



1990 June 20

Mr. J. D. Thompson, Secretary  
Finance and Administration Committee - Page 2

RECOMMENDATION: - continued

A. CURRENT BUDGET OVEREXPENDITURE - continued

Finance and Administration Committee

1. Receive the report from the standing committee stating the Finance and Administration Committee recommend the method of financing for an overexpenditure/unbudgeted item of that standing committee.
2. Either:
  - (a) follow Council policy and report to the standing committee that the funds must be found from their own resources or cancel the program, or,
  - (b) recommend to Council a method of financing stating the reasons for deviation from City policy.

City Council

1. Approve or disapprove recommendations received from the standing committees.

B. CAPITAL BUDGET OVEREXPENDITURE

Department Head

1. Either:
  - (a) report to the standing committee recommending changes, reductions, or other alterations to the project in order to provide the requisite saving to stay within budget, or,
  - (b) report that the amount cannot be altered and additional financing is required, and, recommend that the Finance and Administration Committee be referenced for the financing.

Standing Committee

1. Approve or disapprove of the recommendation from the department head.

1990 June 20

Mr. J. D. Thompson, Secretary  
Finance and Administration Committee - Page 3

RECOMMENDATION: - continued

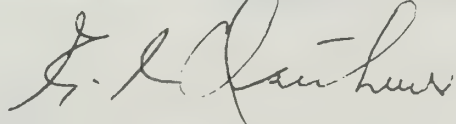
**B. CAPITAL BUDGET OVEREXPENDITURE - continued**

Finance and Administration Committee

1. Receive the recommendation from the standing committee requesting a method of funding for the capital overexpenditure/unbudgeted item.
2. Recommend, either -
  - the standing committee reduce or alter the project to conform to budget, or,
  - the method of funding (assuming funds are available).

City Council

1. Approve or disapprove the recommendation received from the Finance and Administration Committee.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

See above recommendation.

BACKGROUND:

Processing an invoice or a purchase order through the accounting system is essentially a simple procedure provided the item has the proper approvals, the required forms are complete and accurate in accordance with standard procedures, and, the item does not exceed the approved budget allocation.

When both the current and capital budgets are approved by Council there is implied authority for department heads and standing committees to spend the money for the programs and facilities outlined in the approved budget documents. 99% of all accounting entries fall within the normal, approved method for processing expenditures.

What this procedure outlines is the various steps to be followed when a particular expenditure requires spending not approved by Council, or is an overbudget matter, and falls within the 1% (or less) for items to be processed. In addition, there is a distinction made between processing a current budget overexpenditure and a capital budget overexpenditure.

1990 June 20

Mr. J. D. Thompson, Secretary  
Finance and Administration Committee - Page 4

BACKGROUND: - continued

The routine financing recommendations relating to items for which sufficient funds remain in an approved project, such as recommendations on City's Share of Unsubdivided Lands, Property Purchases, etc., are superfluous and should not require Finance and Administration Committee approval, as is the present practice. The issues will, of course, still be reported by staff to the appropriate committee.

There is a contingency amount approved in both the current and capital budgets. There are clear distinctions between these two contingency funds which must be understood when reading the above procedures.

Current Contingency

This amount is limited to \$100,000 in order that departments and standing committees can remain self sufficient with the resources allocated to them by Council. It is to be used only for emergencies. The present balance is \$57,000.

Capital Contingency

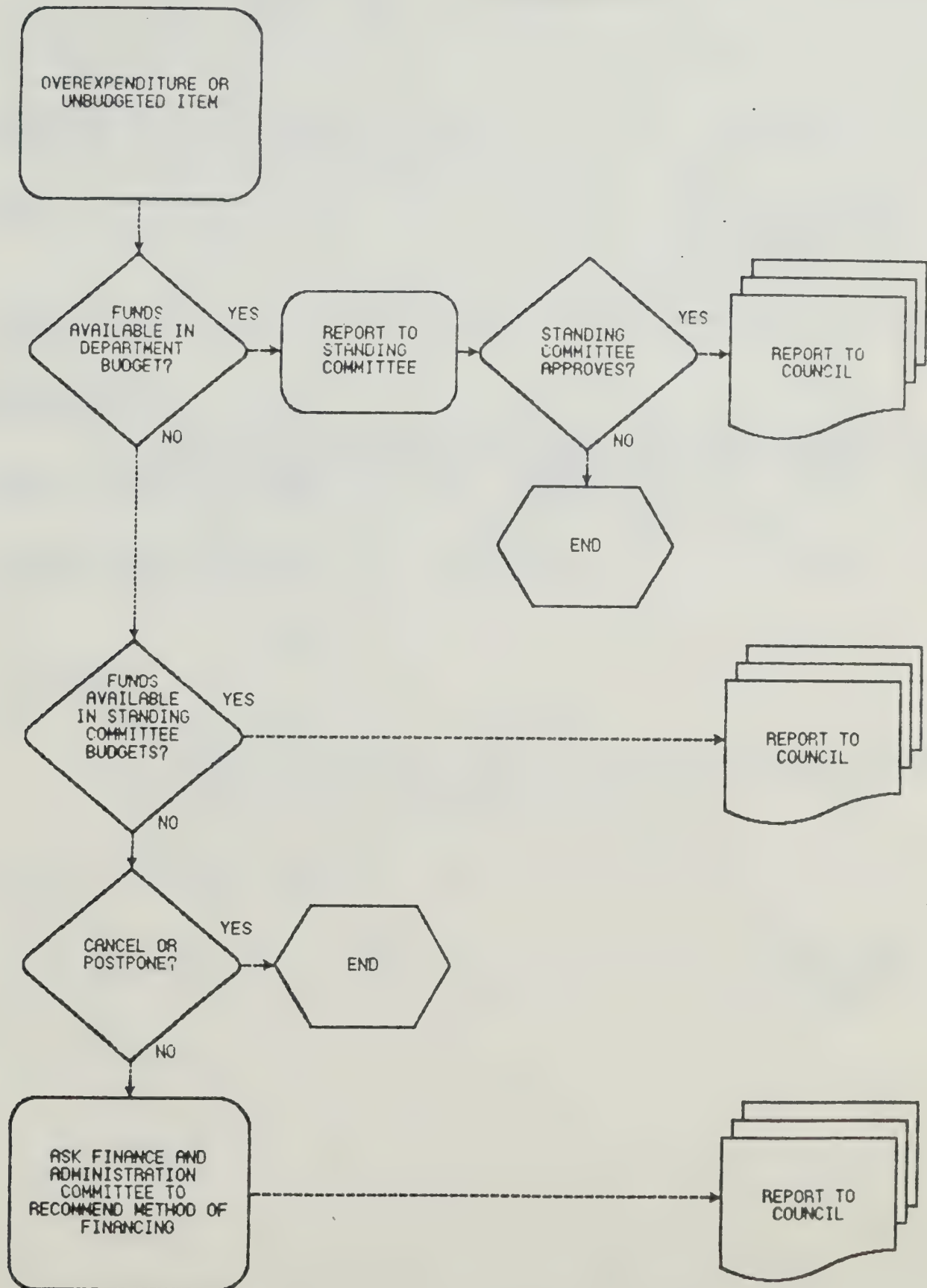
The amount provided in the capital budget is \$1,450,000 this year and the purpose of this amount is to provide funds for capital budget overruns which may or may not be emergencies, or for capital projects not considered earlier by Council which may have to be done immediately. The present balance is \$1,198,211.

This is a broad procedure dealing with unbudgeted or overexpended accounts through the political process; the present detailed policies and procedures related to monitoring and control of expenditures will be updated and reported to the September meeting of the Finance and Administration Committee.

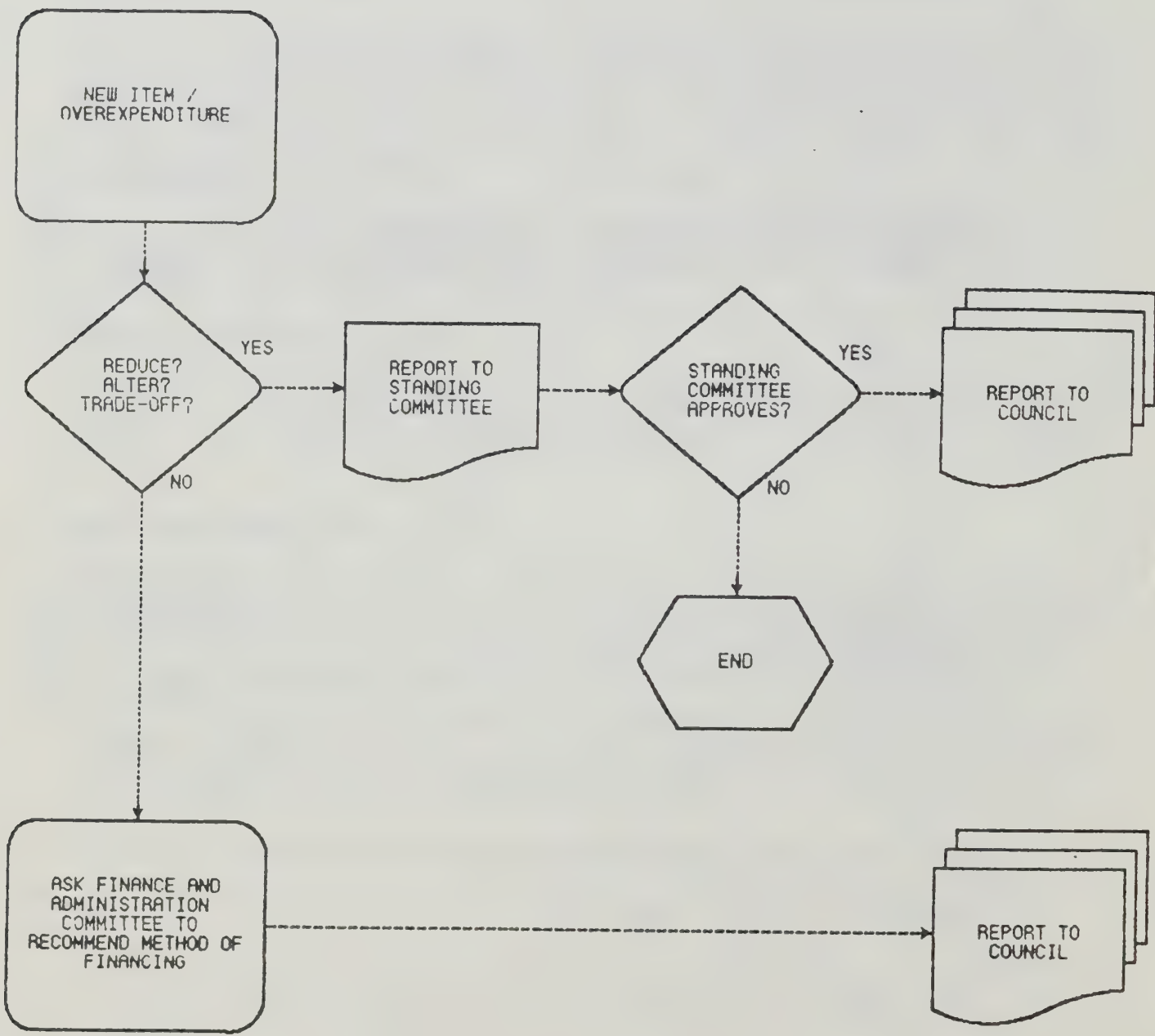
Attached are exhibits of the flow of information related to this subject.

Att'd

A.  
CURRENT  
BUDGET



B.  
CAPITAL  
BUDGET





18(a)

FOR ACTION

JUL 09 1990

REPORT TO: Mr. J. D. Thompson  
Secretary, Finance Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 July 4

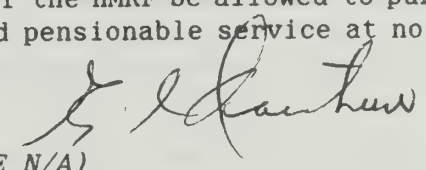
COMM FILE:

DEPT FILE:

SUBJECT: Optional Service - Hamilton Municipal Retirement Fund

RECOMMENDATION:

That the firefighter members of the HMRF be allowed to purchase prior government service as credited pensionable service at no cost to the employer.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

The City has entered into supplementary agreements with OMERS to provide for the purchase of prior government service as credited pensionable service for all OMERS members. The cost to purchase this service is the responsibility of the member.

The HMRF sub-committee approved this recommendation at its meeting of March 5, 1990.



18(b)

FOR ACTION

REPORT TO : Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

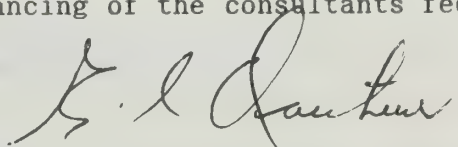
FROM : Mr. E. C. Matthews  
Treasurer

DATE.: 1990 July 16

SUBJECT : User Fee Study

RECOMMENDATIONS :

1. That a User Fee Study be undertaken for the City of Hamilton within the terms of reference as outlined on the attached Appendix A.
2. That the Treasurer and Manager of Purchasing be authorized to prepare specifications and call for proposals for this Study.
3. That following receipt of the proposals, the Treasurer make a recommendation to the Finance and Administration Committee for approval, and be directed to recommend the method of financing of the consultants fees required to conduct this Study.



FINANCIAL IMPLICATIONS :

It is anticipated that the cost of this study would be recovered by way of additional revenues in 1991 and future years. One consulting firm which has approached the City, estimates additional revenues could be generated through a user fee study at \$1-2 million for a city of this size, with an estimated cost of \$100,000 for the study.

BACKGROUND :

As mentioned previously during the budget review process, cutbacks in Provincial Grants and the downloading of Provincial services such as the Employer Health Tax and Pay Equity have led local governments to find additional revenues. The options to meet this demand are either increased taxes or increased user fees. Taxation is a venue that is approaching its limits for increased revenue. The use of user fees focuses on the degree of cost recovery of specific programs by the end users. As a result, user fees avoid subsidization through tax increases where the service is not being provided to the general public, but for the specific benefit of the person charged.

Statistics provided in the MUNICIPAL FINANCIAL AFFAIRS 1987, a Ministry of Municipal Affairs summary of selected financial information on Ontario municipalities, states that "user fees continued to grow steadily...increasing its share of total revenue to 12.5 % in 1987". The comparable rate of user fees for the City of Hamilton is 9.9 % of total City revenues; if the City maintained the Provincial average of 12.5 %, this would translate into an additional \$4,000,000 which would reduce the pressure for increases in the mill rate. This potential increase is supported by one consulting firm who has prepared user fee studies for over one hundred cities and counties in the United States. They estimate that a city of our size could generate increased revenues of \$1-2 million.

In a recent telephone survey of sixteen of the largest Ontario municipalities, conducted by the Treasury Department, only one has taken the initiative to implement a City-wide user fee policy and another, the City of Oshawa, is undergoing a study of all revenues with the use of a consultant.

As with the recent Development Charges Study, Hamilton could become the forerunner in establishing user fee policies, thus ensuring a larger revenue base for the City.

Additionally, a City-wide policy would help meet the goal in Hamilton's Strategic Plan of identifying programs that are beneficial to the community, and provide co-ordination between Departments by means of a consolidated policy.

The Management Team has agreed to focusing on user fees in light of recent budget proceedings wherein reduced Provincial funding has forced Departmental expenditures to be severely reduced.

As addressed in the Terms of Reference, timing of this report is critical. It is necessary to complete and implement the results of the study in time for the 1991 Current Budget considerations. The successful consultant would have the expertise and manpower to facilitate implementing a consolidated policy within a short time frame. The Budget Analyst within the Treasury Department, who is responsible for revenue budgets, will act as a liason and staff support for the successful consultant; thereby allowing for follow-up of the study relative to updating the user fee policy in future years.

c.c. L. Sage  
Management Team  
C. Kerr, Budget Analyst

CITY OF HAMILTON

TERMS OF REFERENCE  
FOR A USER FEE STUDY

STATEMENT OF OBJECTIVES

1. The purpose of this Study is to examine existing user fees and ascertain those costs associated with providing the services involved, and establishing a central policy of user fees based on the costs established.
2. Identify new funding sources where fees could be assessed.
3. Set fees closer to their actual costs after Committee/Council/Staff consideration of the political feasibility, existing legislation, effects on any social groups, and any impact on service demand of establishing such fees.

TERMS OF REFERENCE

The requirements of the study to ensure a final report to be submitted to the Finance and Administration Committee for approval, would include the following :

1. The User Fee Study must be completed and a final report prepared no later than January 15, 1991 to provide for implementation in the 1991 Current Budget.
2. The Study would be limited to City programs only and would not include the local boards.
3. Cost analysis of the City programs in providing services will be the basis for establishing the fees, while ensuring compliance with all governing legislation.
4. The Budget Analyst responsible for revenues will work with the recommended consultant as a liason, and assist in data collection, provide budgeted expenditure information and fee schedules, and assist in any other related matters as deemed necessary.
5. The fee for this study would be a fixed, not-to-exceed amount as negotiated within the accepted proposal.
6. The successful consultant must have previous experience in conducting a study of this nature and be able to provide a list of references.





18(c)

FOR ACTION

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 July 19

COMM FILE:

DEPT FILE:

SUBJECT: STATUS OF RESERVE ACCOUNTS

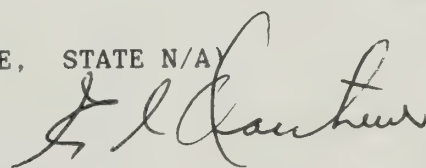
RECOMMENDATION:

- (a) That the City Treasurer be authorized to transfer the Extended Health Care Reserve (CH 00173 - \$935,974) to the Long Term Disability Plan Reserve (CH 00125/CH 00175) and close off Reserve CH 00173.
- (b) That \$2,030,000 be transferred from the Reserve for Debt Charges (CH 00108) and \$1,000,000 from the Reserve for Capital Projects (CH 00203) as follows:

<u>Reserve</u>	<u>Account No.</u>	<u>Amount</u>
Reserve for Realty Taxes - Beach Strip Properties	CH 00119	\$ 30,000
Reserve for Replacement of Mobile Equipment	CH 00102	2,000,000
Reserve for Services for Unsubdivided Lands Development	CH 00107	<u>1,000,000</u>
		\$3,030,000
		=====

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

See above recommendation.



BACKGROUND:

Attached is a Summary of Reserve Accounts which is divided into two sections: (1) Reserve Accounts, and (2) Local Board Reserve Accounts. Also attached is the individual status of all the reserves noted in section one.

1990 July 19

Mr. J. D. Thompson, Secretary  
Finance and Administration Committee - Page 2

BACKGROUND: - continued

The reserves are created by City Council and are funded by an allocation from year-end surpluses or setting aside of revenues for some specific future use. The use of these reserves is generally restricted to the specific purpose for which it was created, such as the Off-Street Parking Reserve, etc., however, funds can be transferred in most cases at the discretion of City Council.

I am also drawing your attention to column (6) of the Summary of Reserve Accounts Statement which indicates the net total unfunded balance of the reserves in the amount of \$17,841,951.

It is my intention to review the status of these reserves on an annual basis with the Finance and Administration Committee.

Att'd

City of Hamilton  
Treasury

SUMMARY OF RESERVE ACCOUNTS  
as at June 30, 1990

Page Number	Name of Account (2)	General Ledger Balance (3)	Commitment (4)	Balance Available (5)	Reserve Balance Unfunded by (6)
(1)					
Reserve Accounts					
* 1	Acquisition of Historic Properties	220,385	4,300	216,085	
* 2	Acquisition of Lands in the Alpha Enclaves	142,234	18,000	124,234	
* 3	Annualization	103,000		103,000	
* 4	5% Parks Fund (Acquisition of properties under the Planning Act)	3,579,054	189,220	3,389,834	
* 5	Capital Projects	8,706,200	1,091,375	7,614,825	
6	City Vehicle Insurance	530,565		530,565	
7	Compensation Adjustments Under Pay Equity Act	1,616,523	155,300	1,461,223	
8	Contingency	1,079,132	159,131	920,001	
9	CUP	145,348		145,348	
*10	Debt Charges	4,470,153	1,827,347	2,642,806	
11	Deferred Income Plan for City Council Members	504,274		504,274	
12	Dofasco Appeal	4,551,383		4,551,383	
13	Election Expenses	287,648		287,648	
14	Emergency Snow Removal	1,401,791	800,000	601,791	
15	Extended Health Care Benefits	935,974		935,974	
*16	Hamilton Entertainment and Convention Facilities Inc. - Capital Projects	752,052	650,000	102,052	
*17	Hamilton Entertainment and Convention Facilities Inc. - Hamilton Place - Ticket Surcharge	427,045	13,371	413,674	
*18	Hamilton Public Library - Capital Projects	114,034		114,034	
*19	Hamilton Scourge Foundation	11,144	11,144		
20	Historic Fire Engine	5,530		5,530	

City of Hamilton  
Treasury

SUMMARY OF RESERVE ACCOUNTS  
as at June 30, 1990

Page Number (1)	Name of Account (2)	General Ledger Balance (3)	Commitment (4)	Balance Available (5)	Reserve Balance Unfunded by (6)
	Reserve Accounts, cont.				
21	Hosting of Conferences with Municipal Subject Content	75,395		75,395	
*22	Labatt Brier Bid	75,889		75,889	
23	Long Term Disability Plan	4,732,036		4,732,036	
24	Maintenance of Playground Facilities	38,768		38,768	
25	Major Repairs and Improvements to City Owned Properties	512,555		512,555	
26	Major Repairs to Mobile Equipment	925,133		925,133	
27	Office Equipment	315,296	9,560	305,736	
28	Replacement of Mobile Equipment	7,644,852	4,900,591	2,744,261	8,500,000
*29	Off-Street Parking	101,781	373,484	(271,703)	271,703
*30	Park Improvements at Ivor Wynne Stadium	276,366		276,366	
*31	Project Management	1,061,875		1,061,875	
*32	Property Purchases	4,862,282	4,671,049	191,233	
33	Realty Taxes Beach Strip Properties	(15,950)		(15,950)	15,950
*34	Services for Unsubdivided Lands Development	1,139,556	916,462	223,094	
35	Sick Leave on Resignation	3,131,685	414,850	2,716,835	2,300,000
*36	Special Events Subsidy Fund	10,476	10,476		
37	Special Events	55,934		55,934	
38	Uninsured Losses - Fire & Public Liability	2,363,229	145,937	2,217,292	
39	Workers' Compensation	555,605		555,605	
40	Working Funds, Inventories, Reduction of Taxes and Prepaid Expenses	12,027,951		12,027,951	6,754,298
	Total Reserve Accounts	69,474,183	16,361,597	53,112,586	17,841,951



City of Hamilton  
Treasury

SUMMARY OF RESERVE ACCOUNTS  
as at June 30, 1990

Page Number (1)	Name of Account (2)	General Ledger Balance (3)	Commitment (4)	Balance Available (5)	Reserve Balance Unfunded by (6)
<u>Local Boards' Reserve Accounts</u>					
*	Hamilton Entertainment and Convention Facilities Innovative Programming	-	-	-	-
*	Hamilton Public Library				
	Purchase of Books	12,394		12,394	
	Miscellaneous Collections	25,446		25,446	
	Mobile Equipment	104,629		104,629	
	Replacement of Photocopiers	24,255		24,255	
	Repair Grounds	9,904		9,904	
	Repair Buildings	163,906		163,906	
	Film Replacement	117,507		117,507	
	Automated Acquisition	5,208		5,208	
	Fund Equity	155		155	
	Future & Capital Construction	373		373	
	Total Local Boards' Reserve Accounts	463,777		463,777	
	Total Reserve Accounts, including Local Boards' Reserve Accounts	69,937,960	16,361,597	53,576,363	17,841,951
		=====	=====	=====	=====

\* Related to Capital Projects and Local Boards

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Acquisition of Historic Properties
- 2) CENTRE NUMBER CH 00120
- 3) YEAR OF ORIGIN 1980 (Item 13 of 1st Report of Finance Committee adopted by City Council December 9, 1980).
- 4) PURPOSE Acquisition of Historical Properties in accordance with an agreement dated June 25, 1976 between the Ontario Heritage Foundation and the City.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X  
Short term investment earnings (combined with City's general investment).
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Land Sales  
Initially funded from the sale of "Sandyford Place" in the amount of \$100,000 as per Items 13/14 of the 1st Report of the Finance Committee adopted by City Council December 9, 1980.
- 8) PRESENT BALANCE:  
PER GENERAL LEDGER as at June 30, 1990 \$220,385  
LESS: ACTUAL COMMITMENTS \$4,300  
: MEMO COMMITMENTS 4,300  
AVAILABLE BALANCE \$216,085  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Acquisition of Lands in the Alpha Enclave
- 2) CENTRE NUMBER CH 00116
- 3) YEAR OF ORIGIN 1981 (Item 10 of the 15th Report of the Finance Committee adopted by City Council July 28, 1981).
- 4) PURPOSE Acquire land in the Alpha area  
- rehabilitation  
Usage is controlled by the Planning Department.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES            NO            X
- 6) INTEREST EARNED YES            X            NO
- 7) FUNDING SOURCE(S) Sale of the enclave lands  
  
Initially funded from the partial proceeds (part of 5.274 acres) of sale of industrial land to Dofasco Inc. in the gross amount of \$1,282,306.
- 8) PRESENT BALANCE:  
  
PER GENERAL LEDGER as at June 30, 1990 \$142,234  
  
LESS: ACTUAL COMMITMENTS \$18,000  
MEMO COMMITMENTS            18,000  
  
AVAILABLE BALANCE \$124,234  
Utility Covers =====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES            X            NO

NOTE: Fund balance is adequate in relation to expenditure for which it was originally proposed.

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Current Budget Annualization
- 2) CENTRE NUMBER CH 00177
- 3) YEAR OF ORIGIN 1989
- 4) PURPOSE To help equalize estimates from one year to next due to annualization of new or enhanced programs for departmental budgets.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Provision from overall Curent Budget
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$103,000
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$103,000  
Utility Covers =====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME 5% Parks Funds (Acquisition of properties under the Planning Act.

2) CENTRE NUMBER CH 00201

3) YEAR OF ORIGIN Prior to 1964

4) PURPOSE To finance the acquisition and development, etc. of parkland under the Planning Act, R.S.O. 1980, Chapter 379.

Section 25, Subsection (1) and Section 50, Subsection (12) of The Planning Act - 1983.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X

Short term investment earnings (combined with City's general investment).

6) INTEREST EARNED YES X NO \_\_\_\_\_

7) FUNDING SOURCE(S) i) 5% lands, or cash-in-lieu conveyed by developer.  
ii) Sale of land, originally acquired for parks as recreation purposes, but no longer required.  
iii) Rental of parkland.

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$3,579,054

LESS: ACTUAL COMMITMENTS \$ 116,720

: MEMO COMMITMENTS -  
1990 Capital Requirements 72,500 189,220

AVAILABLE BALANCE \$3,389,834  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

NOTE: The fund requirement for the 1991-1994 Capital Budget is \$4,444,000.



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Capital Projects
- 2) CENTRE NUMBER CH 00203
- 3) YEAR OF ORIGIN 1976
- 4) PURPOSE To finance various capital projects.
- 5) FUNDED WITH  
SPECIFIC ASSETS YES \_\_\_\_\_ NO X  
(IF YES, DETAIL  
OF ASSETS) \_\_\_\_\_  
Short term investment earnings (combined with City's  
general investment).
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Allocation from year-end surplus. where available,  
capital development and lot levies.
- 8) PRESENT BALANCE:
- |                          |                     |                       |
|--------------------------|---------------------|-----------------------|
| PER GENERAL LEDGER       | as at June 30, 1990 | \$ 8,706,200          |
| LESS: ACTUAL COMMITMENTS | \$ 41,375           |                       |
| : MEMO COMMITMENTS       |                     |                       |
| 1990 Capital Requirement | <u>1,050,000</u>    | <u>1,091,375</u>      |
| AVAILABLE BALANCE        |                     | \$ 7,614,825<br>===== |
- 9) IS THE AVAILABLE  
BALANCE ADEQUATE YES \_\_\_\_\_ NO X

NOTE: The expenditure requirement in the 1991-1994 capital budget exceeds the available balance.

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME City Vehicle Insurance
- 2) CENTRE NUMBER CH 00290
- 3) YEAR OF ORIGIN Prior to 1964
- 4) PURPOSE To fund vehicle accident liability up to \$100,000  
(minimum balance requirement \$500,000).
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- i) Municipal Debentures  
ii) Short Term Investment  
iii) Separate Bank Balance
- 6) INTEREST EARNED
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- 7) FUNDING SOURCE(S) Current Estimates - vehicle premiums charged to departmental accounts.
- 8) PRESENT BALANCE: as at June 30, 1990
- PER GENERAL LEDGER \$530,565
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$530,565  
(Minimum balance is \$500,000) =====
- 9) IS THE AVAILABLE BALANCE ADEQUATE
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Compensation Adjustments under the Pay Equity Act.

2) CENTRE NUMBER CH 00133

3) YEAR OF ORIGIN 1988 (Adopted by City Council March 8, 1988  
Human Resources.)

4) PURPOSE Pay Equity for Civic Employees.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	_____	NO	_____
	_____		X

6) INTEREST EARNED

YES	_____	NO	_____
	X		_____

7) FUNDING SOURCE(S) Provision from Current Budget.

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$1,616,523

LESS: ACTUAL COMMITMENTS

: MEMO COMMITMENTS	\$155,300	155,300
--------------------	-----------	---------

AVAILABLE BALANCE	\$1,461,223
	=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	_____	NO	_____
	X		_____

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Contingency
- 2) CENTRE NUMBER CH 00115
- 3) YEAR OF ORIGIN 1976
- 4) PURPOSE Emergency funding for unforeseen causes.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Provision from the year end surplus distribution.
- 8) PRESENT BALANCE:
- |                          |                     |                     |
|--------------------------|---------------------|---------------------|
| PER GENERAL LEDGER       | as at June 30, 1990 | \$1,079,132         |
| LESS: ACTUAL COMMITMENTS | \$159,131           |                     |
| : MEMO COMMITMENTS       |                     | <u>159,131</u>      |
| AVAILABLE BALANCE        |                     | \$ 920,001<br>===== |
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES \_\_\_\_\_ NO X

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Capital Projects - Central Utilities Plant (C.U.P.)
- 2) CENTRE NUMBER CH 00132
- 3) YEAR OF ORIGIN 1988
- 4) PURPOSE CUP Capital Expenditures
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Unexpended funds of current budget for C.U.P.
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$145,348
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$145,348  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES \_\_\_\_\_ NO X



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Debt Charges
- 2) CENTRE NUMBER CH 00108/CH 13013 00001
- 3) YEAR OF ORIGIN 1968
- 4) PURPOSE Allowance for debt charges, cost on commutation of locals and provision to write off discounts whenever debentures for capital projects are sold at a discount.

- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- (i) Short term investment earnings combined with City's general investment.
- (ii) Debenture purchase.

- 6) INTEREST EARNED
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |

- 7) FUNDING SOURCE(S) Provision from Current Budget

- 8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$4,470,153

LESS: ACTUAL INVESTMENTS - purchase \$1,827,347  
of debentures for owner's share locals

: MEMO COMMITMENTS -

\_\_\_\_\_ 1,827,347

AVAILABLE BALANCE

\$2,642,806  
=====

- 9) IS THE AVAILABLE BALANCE ADEQUATE
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Deferred Income Plan for  
City Council Members
- 2) CENTRE NUMBER CH 00171
- 3) YEAR OF ORIGIN 1984
- 4) PURPOSE To provide supplementary retirement benefit to Council  
Members.
- 5) FUNDED WITH  
SPECIFIC ASSETS YES \_\_\_\_\_ NO X  
(IF YES, DETAIL \_\_\_\_\_  
OF ASSETS) \_\_\_\_\_
- 6) INTEREST EARNED YES X NO \_\_\_\_\_  
\_\_\_\_\_
- 7) FUNDING SOURCE(S) Initial funding was transferred from the Reserve for  
Contingency.
- 8) PRESENT BALANCE:  
PER GENERAL LEDGER as at June 30, 1990 \$504,274  
LESS: ACTUAL COMMITMENTS  
: MEMO COMMITMENTS \_\_\_\_\_  
AVAILABLE BALANCE \$504,274  
=====
- 9) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO \_\_\_\_\_  
\_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Dofasco Appeal
- 2) CENTRE NUMBER CH 00106
- 3) YEAR OF ORIGIN 1987 (Adopted by City Council September 29, 1987  
as per 15th report of the Finance Committee,  
Item 8.)
- 4) PURPOSE Establish funds for potential loss of tax revenue re  
Dofasco appeal of 1983 to 1987 Realty and Business Tax.
- 5) FUNDED WITH SPECIFIC ASSETS YES \_\_\_\_\_ NO X  
(IF YES, DETAIL OF ASSETS) \_\_\_\_\_
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Provision from Current Budget.
- 8) PRESENT BALANCE:  
PER GENERAL LEDGER as at June 30, 1990 \$4,551,383  
LESS: ACTUAL COMMITMENTS  
: MEMO COMMITMENTS \_\_\_\_\_  
AVAILABLE BALANCE \$4,551,383  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Extended Health Care Benefits
- 2) CENTRE NUMBER CH 00173
- 3) YEAR OF ORIGIN 1984
- 4) PURPOSE To cover the normal three-month lag in claims in the event of termination of contract with the present carrier, and any deficit arising from claims.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- 6) INTEREST EARNED
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- 7) FUNDING SOURCE(S) Available funds generated from premiums charged to departments less expenses paid for claims under A.S.O. (Administrated Services Only) agreement.
- 8) PRESENT BALANCE:
- |                          |                     |                    |
|--------------------------|---------------------|--------------------|
| PER GENERAL LEDGER       | as at June 30, 1990 | \$935,974          |
| LESS: ACTUAL COMMITMENTS |                     |                    |
| : MEMO COMMITMENTS       |                     | _____              |
| AVAILABLE BALANCE        |                     | \$935,974<br>===== |
- 9) IS THE AVAILABLE BALANCE ADEQUATE
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Hamilton Entertainment and Convention Facilities Inc.  
Capital Projects

2) CENTRE NUMBER CH 00206

3) YEAR OF ORIGIN 1986

4) PURPOSE To finance various capital projects of the Hamilton  
Convention Centre, Hamilton Place and Victor K. Copps  
Trade Centre/Arena.

5) FUNDED WITH SPECIFIC ASSETS YES \_\_\_\_\_ NO X  
(IF YES, DETAIL OF ASSETS)

i) Short term investment earnings (combined with  
City's investment portfolio).

6) INTEREST EARNED YES X NO \_\_\_\_\_

7) FUNDING SOURCE(S) Operating surplus from the H.E.C.F.I. (principle of  
setting up reserve was established as per Item 4 of  
the 9th Report the Finance Committee adopted by City  
Council April 14, 1981).

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$ 752,052

LESS: ACTUAL COMMITMENTS

: MEMO COMMITMENTS - (NHL) 650,000

AVAILABLE BALANCE \$ 102,052  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE YES \_\_\_\_\_ NO X



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Hamilton Entertainment & Convention Facilities Inc. -  
Hamilton Place - Capital Projects  
Ticket Surcharge.

2) CENTRE NUMBER CH 00207

3) YEAR OF ORIGIN 1984

4) PURPOSE To finance major capital budget items.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	_____	NO	_____
	_____		_____

(1) Short term investment earnings (combined with City's investment portfolio).

6) INTEREST EARNED

YES	_____	NO	_____
	_____		_____

7) FUNDING SOURCE(S) .50¢ Ticket Surcharge

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$427,045

LESS: ACTUAL COMMITMENTS \$13,371

: MEMO COMMITMENTS - 1990 \_\_\_\_\_ 13,371

AVAILABLE BALANCE \$413,674  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	_____	NO	_____
	_____		_____

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Hamilton Public Library - Capital Projects
- 2) CENTRE NUMBER CH 00204
- 3) YEAR OF ORIGIN 1981
- 4) PURPOSE To finance various capital projects such as Capital Equipment and furnishings.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- (i) Short term investment earnings (combined with City's investment portfolio).
- 6) INTEREST EARNED
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- 7) FUNDING SOURCE(S) Operating surplus from Hamilton Public Libraries.
- Item 4 of the 9th Report of the Finance Committee adopted by City Council April 14, 1981.
- 8) PRESENT BALANCE:
- |                           |                     |           |
|---------------------------|---------------------|-----------|
| PER GENERAL LEDGER        | as at June 30, 1990 | \$114,034 |
| LESS: ACTUAL COMMITMENTS  |                     |           |
| : MEMO COMMITMENTS - 1990 |                     |           |
| Capital Requirements      | _____               | _____     |
| AVAILABLE BALANCE         |                     | \$114,034 |
|                           |                     | =====     |
- 9) IS THE AVAILABLE BALANCE ADEQUATE
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Hamilton Scourge Foundation
- 2) CENTRE NUMBER CH 00127
- 3) YEAR OF ORIGIN 1987 (Adopted by City Council on May 25, 1982 as per 13th Report of the Parks and Recreation Committee. Funds set aside from 1987 Current Budget Surplus per Finance Committee February 23, 1988.)
- 4) PURPOSE Provide interest free loan to The Hamilton and Scourge Foundation Inc. to a maximum of \$75,000.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)
- |     |                   |    |                   |
|-----|-------------------|----|-------------------|
| YES | <u>          </u> | NO | <u>          </u> |
|     | <u>          </u> |    | <u>          </u> |
- 6) INTEREST EARNED
- |     |                   |    |                   |
|-----|-------------------|----|-------------------|
| YES | <u>          </u> | NO | <u>          </u> |
|     | <u>          </u> |    | <u>          </u> |
- 7) FUNDING SOURCE(S) Provision from the year end surplus distribution.
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$11,144
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS
- Municipal Heritage Trust Fund            11,144
- AVAILABLE BALANCE \$ 0  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE
- |     |                   |    |                   |
|-----|-------------------|----|-------------------|
| YES | <u>          </u> | NO | <u>          </u> |
|     | <u>          </u> |    | <u>          </u> |

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Historic Fire Engine
- 2) CENTRE NUMBER CH 00121
- 3) YEAR OF ORIGIN 1980 (Item 2 of the 11th Report of the Parks and Recreation Committee adopted by City Council May 12, 1981).
- 4) PURPOSE To cover the estimated financial responsibility of the City for licensing and insuring a 1924 Ahrens Fox Pumper over a 20 year period.  
It is required because it is beyond the term of Council.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Provision from the year end surplus distribution.
- 8) PRESENT BALANCE:  
PER GENERAL LEDGER as at June 30, 1990 \$5,530  
LESS: ACTUAL COMMITMENTS  
: MEMO COMMITMENTS \_\_\_\_\_  
AVAILABLE BALANCE \$5,530  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## TREASURY

1)	NAME	Hosting of Conferences with Municipal Subject Content.
----	------	--

2) CENTRE NUMBER CH 00126

3) YEAR OF ORIGIN 1987 (Originally adopted by City Council October 30/84 as per the 16th Report of the Legislation Committee, and as per item 1(a) and (b) of the 5th Report of the Executive Committee adopted by City Council March 8, 1988.

4)	PURPOSE	Hosting of Conferences with Municipal subject content.
----	---------	--

5)	FUNDED WITH			
	SPECIFIC ASSETS	YES	<u>          </u>	NO <u>          </u>
	(IF YES, DETAIL			X
	OF ASSETS)		<u>          </u>	<u>          </u>

6) INTEREST EARNED YES X NO           

7)	FUNDING SOURCE(S)	Provisions from Current Budget on an annual basis with the funds available at year-end, or if required by a year-end surplus distribution.
----	-------------------	--

8) PRESENT BALANCE:

PER GENERAL LEDGER	as at June 30, 1990	\$75,395
--------------------	---------------------	----------

LESS: ACTUAL COMMITMENTS

: MEMO COMMITMENTS

AVAILABLE BALANCE	\$75,395
-------------------	----------

9) IS THE AVAILABLE BALANCE ADEQUATE                      YES                      \_\_\_\_\_                      NO                      \_\_\_\_\_ X



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Labatt Brier Bid
- 2) CENTRE NUMBER CH 00129
- 3) YEAR OF ORIGIN 1988
- 4) PURPOSE Financing City's Bid for the 1991 Labatt Brier
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Reserve for Contingency
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$ 75,889
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS
- AVAILABLE BALANCE \$ 75,889  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Long Term Disability Plan
- 2) CENTRE NUMBER CH 00125/CH 00176
- 3) YEAR OF ORIGIN 1985
- 4) PURPOSE To finance long term disability plan.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) (a) Surplus from group life insurance premium paid to Canada Life.  
(b) The difference between the long term disability premium rate and actual experience.
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$4,732,036
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$4,732,036  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Maintenance of Playground Facilities
- 2) CENTRE NUMBER CH 00122
- 3) YEAR OF ORIGIN 1982 (Item 6 of the 14th Report of the Finance Committee adopted by City Council July 27, 1982).
- 4) PURPOSE To provide for maintenance of playground facilities to be constructed under the Neighbourhood Improvement Program at St. Brigid's, Wentworth Street, West Avenue, Earl Kitchener, St. Patrick's, Fairfield, Roxborough, St. Helen's and Parkdale Schools. It is required because it is beyond the term of Council.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Provision from Current Budget.
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$38,768
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$38,768  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Major Repairs and Improvements to  
City Owned Properties
- 2) CENTRE NUMBER CH 00109
- 3) YEAR OF ORIGIN 1971 (description of Reserve revised as per Item 6 of  
the 3rd Report of the Finance Committee adopted by City  
Council February 14, 1984).
- 4) PURPOSE Major repairs and improvements to all City owned  
property, with estimated costs of over \$10,000 to a  
maximum of \$50,000.
- 5) FUNDED WITH  
SPECIFIC ASSETS YES \_\_\_\_\_ NO X  
(IF YES, DETAIL  
OF ASSETS) \_\_\_\_\_
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Net rental revenue less operating expenditure of city-  
owned rented properties.
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$512,555
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$512,555  
=====
- 9) IS THE AVAILABLE  
BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Office Equipment

2) CENTRE NUMBER CH 00114

3) YEAR OF ORIGIN 1976

4) PURPOSE Replacement of typewriters, calculators, cash registers, mimeograph equipment, dictating equipment, photocopiers, adding machine, electric pencil sharpeners.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	_____	NO	_____
	_____		_____

X

6) INTEREST EARNED

YES	_____	NO	_____
	_____		_____

X

7) FUNDING SOURCE(S) Provision from Current Budget/year end surplus.

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$315,296

LESS: ACTUAL COMMITMENTS \$9,560

: MEMO COMMITMENTS \_\_\_\_\_ 9,560

AVAILABLE BALANCE \$305,736  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	_____	NO	_____
	_____		_____

X



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Major Repairs to Mobile Equipment

2) CENTRE NUMBER CH 00103

3) YEAR OF ORIGIN 1975

4) PURPOSE Major repairs of City vehicles such as drive train, motor overhaul, brake replacement, body work, hydraulic system overhaul, water tank replacement, fire pump overhaul, frames (repairs and alignment), aerial ladder testing and repair replacement of ground ladders.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	_____	NO	_____
	_____		X

6) INTEREST EARNED

YES	_____	NO	_____
	X		

7) FUNDING SOURCE(S) Provision from Current Budget.

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$925,133

LESS: ACTUAL COMMITMENTS

: MEMO COMMITMENTS \_\_\_\_\_

AVAILABLE BALANCE \$925,133  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	_____	NO	_____
	X		

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Replacement of Mobile Equipment
- 2) CENTRE NUMBER CH 00101
- 3) YEAR OF ORIGIN 1956 (Item 1 of the 9th Report of the Board of Control adopted by City Council March 19, 1956.)
- 4) PURPOSE Replacement of obsolete vehicles (cars and trucks) and equipment (snow plows, garbage packers).
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Provision from Current Budget
- 8) PRESENT BALANCE:
- |                          |                     |                             |
|--------------------------|---------------------|-----------------------------|
| PER GENERAL LEDGER       | as at June 30, 1990 | \$7,644,852                 |
| LESS: ACTUAL COMMITMENTS | \$4,900,591         |                             |
| : MEMO COMMITMENTS       | _____               | <u>4,900,591</u>            |
| AVAILABLE BALANCE        |                     | <u>\$2,744,261</u><br>===== |
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES \_\_\_\_\_ NO X

NOTE: To maintain the reserve at 100% level of the accumulated depreciation, the fund should be increased by \$8,500,000 to cover the original book value of the Mobile Equipment. This would not cover any inflationary cost increase.

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Off-Street Parking
- 2) CH 00202
- 3) YEAR OF ORIGIN Prior to 1964
- 4) PURPOSE Purchase land and development of Off-Street Parking Facilities.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- Short term investment earnings (combined with City's general investment).
- 6) INTEREST EARNED
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |
- 7) FUNDING SOURCE(S) Parking Authority current operating profit or loss from on-street parking meter operations and off-street parking lots.
- 8) PRESENT BALANCE:
- |   |                     |                             |
|---|---------------------|-----------------------------|
| PER GENERAL LEDGER                        | as at June 30, 1990 | \$ 101,781                  |
| LESS: ACTUAL COMMITMENTS                  | \$ 373,484          |                             |
| : MEMO COMMITMENTS - Capital Requirements | _____               | <u>373,484</u>              |
| AVAILABLE BALANCE                         |                     | <u>\$(271,703)</u><br>===== |
- 9) IS THE AVAILABLE BALANCE ADEQUATE
- |     |       |    |       |
|-----|-------|----|-------|
| YES | _____ | NO | _____ |
|     | _____ |    | _____ |

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Park Improvements at Ivor Wynne Stadium
- 2) CENTRE NUMBER CH 00205
- 3) YEAR OF ORIGIN 1982
- 4) PURPOSE Renovation or improvement to Ivor Wynne Stadium.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X  
Short term investment earnings (combined with City's general investment).
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Net Revenue from beer sales.  
Item 9 of the 15th Report of the Finance Committee adopted by City Council August 3, 1982.
- 8) PRESENT BALANCE:  
PER GENERAL LEDGER as at June 30, 1990 \$276,366  
LESS: ACTUAL COMMITMENTS  
: MEMO COMMITMENTS \_\_\_\_\_  
AVAILABLE BALANCE \$276,366  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Project Management

2) CENTRE NUMBER CH 00134

3) YEAR OF ORIGIN 1989

4) PURPOSE Establish a reserve for upgrading computer system for Tax Department.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	<u>          </u>	NO	<u>          </u>
	<u>          </u>		<u>          </u>

X

6) INTEREST EARNED

YES	<u>          </u>	NO	<u>          </u>
	<u>          </u>		<u>          </u>

X

7) FUNDING SOURCE(S) Provision from year end surplus.

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$1,061,875

LESS: ACTUAL COMMITMENTS

: MEMO COMMITMENTS                      

AVAILABLE BALANCE \$1,061,875  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	<u>          </u>	NO	<u>          </u>
	<u>          </u>		<u>          </u>

X



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Property Purchases
- 2) CENTRE NUMBER CH 00102
- 3) YEAR OF ORIGIN 1961
- 4) PURPOSE To finance the acquisition of properties for Civic purposes.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) The proceeds from sale of lands and buildings vested in The Corporation of the City of Hamilton (Authorized by Item 24 of the 9th Report of the Board of Control adopted by City Council March 28, 1961).
- 8) PRESENT BALANCE:
- |                           |                     |                     |
|---------------------------|---------------------|---------------------|
| PER TRIAL BALANCE         | as at June 30, 1990 | \$4,862,282         |
| LESS: ACTUAL COMMITMENTS  | \$ 876,049          |                     |
| 1990 Capital Requirements | 1,000,000           |                     |
| : MEMO COMMITMENTS - 1990 | <u>2,795,000</u>    | <u>4,671,049</u>    |
| AVAILABLE BALANCE         |                     | \$ 191,233<br>===== |
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES \_\_\_\_\_ NO X

NOTE: Recommended level - should be maintained at a net balance of \$2,500,000.

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Realty Taxes Beach Strip Properties
- 2) CENTRE NUMBER CH 00119
- 3) YEAR OF ORIGIN 1979
- 4) PURPOSE Payment of taxes on Conservation Authority land rented by City.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Provision from Current Budget.
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$(15,950)
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$(15,950)  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES \_\_\_\_\_ NO X

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Services for Unsubdivided Lands Development
- 2) CENTRE NUMBER CH 00107
- 3) YEAR OF ORIGIN 1964 (By-law 9413 c.m. July 25, 1961)
- 4) PURPOSE To finance City's share of services in subdivisions for installation of preliminary roads, catchbasins, curbs and walks, final roads, sodding, trees, street lighting, sewers and watermain; and through unsubdivided lands for construction of preliminary roads and pathways.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Sale of 1' reserves (1' strip of land, inside or outside road allowance, held by City until services are installed and paid for, conveyed to developer for \$1 plus City's cost of installing those services). Provision from Current Budget or 6 Mill Capital Levy.
- 8) PRESENT BALANCE:
- |                           |                     |                     |
|---------------------------|---------------------|---------------------|
| PER GENERAL LEDGER        | as at June 30, 1990 | \$1,139,556         |
| LESS: ACTUAL COMMITMENTS  | \$ 25,000           |                     |
| : MEMO COMMITMENTS        |                     |                     |
| 1990 CAPITAL REQUIREMENTS | <u>891,462</u>      | <u>916,462</u>      |
| AVAILABLE BALANCE         |                     | \$ 223,094<br>===== |
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES \_\_\_\_\_ NO X

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Sick Leave on Resignation

2) CENTRE NUMBER CH 00113

3) YEAR OF ORIGIN 1976

4) PURPOSE To finance payment of accumulated sick leave liability on resignation, death or retirement.  
Note: Present liability as at December 31, 1988 - \$10,428,283.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	_____	NO	_____
	_____		X

6) INTEREST EARNED

YES	_____	NO	_____
	X		_____

7) FUNDING SOURCE(S) Provision from Current Budget.

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$3,131,685

LESS: ACTUAL COMMITMENTS

: MEMO COMMITMENTS 414,850

AVAILABLE BALANCE \$2,716,835  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	_____	NO	_____
	_____		X

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Special Events Subsidy

2) CENTRE NUMBER CH 00104

3) YEAR OF ORIGIN 1986 (authorized by the Executive Committee March 13, 1986).

4) PURPOSE To establish a fund to assist H.E.C.F.I. in competing on a Provincial. National and International level for convention business.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	_____	NO	_____
	_____		_____

Short term investment earnings (combined with City's investment portfolio).

6) INTEREST EARNED

YES	_____	NO	_____
	X		_____
	_____		_____

7) FUNDING SOURCE(S) Transferred from Reserve for Capital Projects, Victor K. Copps Trade Centre/Arena (H.E.C.F.I.).

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$ 10,476

LESS: ACTUAL COMMITMENTS

: MEMO COMMITMENTS 10,476  
AVAILABLE BALANCE \$ 0

=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	_____	NO	_____
	X		_____
	_____		_____



## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Special Events in 1989
- 2) CENTRE NUMBER CH 00128
- 3) YEAR OF ORIGIN 1987
- 4) PURPOSE Royal visit, etc.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Allocated out of 1988 year-end surplus.
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$55,934
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$55,934  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

1) NAME Uninsured Losses - Fire and Public Liability.

2) CENTRE NUMBER CH 00117

3) YEAR OF ORIGIN 1978

4) PURPOSE To pay for losses that arise within the \$50,000 deductible clause of Fire Insurance policy. Item 11 of the 18th Report of the Finance Committee adopted by City Council September 29, 1981. Also available to finance deductible of \$2 million on Liability policy.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	_____	NO	_____
	_____		_____

6) INTEREST EARNED

YES	_____	NO	_____
	X		_____

7) FUNDING SOURCE(S) Current Estimates - premium charges, and transfers from other reserves.

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$2,363,229

LESS: ACTUAL COMMITMENTS \$

1988 Claims	10,293
1989 Claims	54,144
1990 Claims	81,501

: MEMO COMMITMENTS

145,937

AVAILABLE BALANCE

\$2,217,292  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	_____	NO	_____
	X		_____

NOTE: Recommended level fund balance should be maintained at a net balance of \$2,000,000.

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Workers' Compensation
- 2) CENTRE NUMBER CH 00118
- 3) YEAR OF ORIGIN 1978
- 4) PURPOSE Payment to Workers' Compensation Board in relation to injury related costs under Workers' Compensation Act.
- 5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS) YES \_\_\_\_\_ NO X
- 6) INTEREST EARNED YES X NO \_\_\_\_\_
- 7) FUNDING SOURCE(S) Provision from Current Budget.
- 8) PRESENT BALANCE:
- PER GENERAL LEDGER as at June 30, 1990 \$555,605
- LESS: ACTUAL COMMITMENTS
- : MEMO COMMITMENTS \_\_\_\_\_
- AVAILABLE BALANCE \$555,605  
=====
- 9) IS THE AVAILABLE BALANCE ADEQUATE YES X NO \_\_\_\_\_

## CITY OF HAMILTON

## TREASURY

RESERVE/RESERVE FUND DESCRIPTION FORM

- 1) NAME Working Funds, Inventories, Reduction of Taxation and Prepaid Expense
- 2) CENTRE NUMBER CH 00172
- 3) YEAR OF ORIGIN
- 4) PURPOSE To finance current budget expenditures until tax levies are collected and to provide funding for inventories, prepaid expenses and uncollected taxes.

5) FUNDED WITH SPECIFIC ASSETS (IF YES, DETAIL OF ASSETS)

YES	_____	NO	_____
	_____		X

6) INTEREST EARNED

YES	X	NO	_____
	_____		_____

7) FUNDING SOURCE(S)

8) PRESENT BALANCE:

PER GENERAL LEDGER as at June 30, 1990 \$12,027,951

LESS: ACTUAL COMMITMENTS \_\_\_\_\_

: MEMO COMMITMENTS

AVAILABLE BALANCE \$12,027,951  
=====

9) IS THE AVAILABLE BALANCE ADEQUATE

YES	_____	NO	_____
	_____		X

NOTE: It is recommended that this reserve be maintained at a level of 75% of outstanding taxes. The present shortfall is \$980,189 calculated as follows:

Reserve Balance		12,027,951
Less: 100% of year end inventory	2,292,197	
100% of prepaid expenses	<u>248,659</u>	<u>2,540,856</u>

Balance Applicable to Tax Receivable 9,487,095  
=====

75% of 1990 year end tax receivable (21,655,190) 16,241,393  
Less balance available noted above 9,487,095

Unfunded by 6,754,298  
=====





# FOR ACTION

18 (d)

JUL 18 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 July 16  
COMM FILE:  
DEPT FILE:

SUBJECT: CAPITAL PROJECTS IN PROGRESS AS AT JUNE 30, 1990

## RECOMMENDATION:

- (a) That the Summary of Capital Projects in Progress as at June 30, 1990 be approved and forwarded to City Council for their information.
- (b) That the following projects be removed from this Status Report because they have been satisfactorily completed:

<u>No.</u> (1)	<u>Description</u> (2)	<u>Gross Cost</u> (3)
3	Energy Conservation Projects - City Hall	\$ 730,000
21	Major Maintenance to Civic Buildings - 1987 Allocation	250,000
28	Construction Costs - Accommodation - City Hall	
	- 1988 Allocation	225,000
30	Major Maintenance to Civic Buildings - 1988 Allocation	250,000
55	Fire Station - Stone Church and Upper Wellington	
	- Vehicle Purchase	300,000
256	Centralized Computer Fuel System	300,000
259	Construction of New Mountain Public Works Yard	2,750,000
265	New Equipment - Concrete Grinder	50,000
366	Upgrading of Gage Park	118,000
371	Mohawk Sports Park - Fieldhouse	81,000
373	Construction of Utility Building - Brian Timmis Stadium	170,000
431	Convention Centre - Furniture and Equipment	288,000
435	Convention Centre - Lighting Retrofit	49,000
441	C.U.P. - Replacement and Overhaul of Equipment	410,000
502	Library - Replacement of Specialized Office Equipment	
	and Furnishings	107,000
516	Red Hill Library Expansion	274,000

- (c) That the above projects, upon advice to the originating departments, will be deleted from our records as at September 30, 1990.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

See above recommendations.

1990 July 16

Mr. J. D. Thompson, Secretary  
Finance and Administration Committee - Page 2

BACKGROUND:

I enclose a ten-page summary on the status of the 129 Capital Projects as at June 30, 1990, along with supporting information for those projects which are either not on the construction or budget target (or both) as indicated in columns (8) and (9).

Please note in column (4) that any project that has an asterisk indicates that the finish date has been changed by the Department Head since the last reporting to this Committee. The former date can be referenced by the Item No. in your three-ring binder.

Encls.

c.c. Mr. Lou Sage, Chief Administrative Officer  
Management Team

City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

(000's)

as at June 30, 1990

Item No. (1)	Project Description (2)	Month/Year of Project		Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Is the Project on Target?		Centre Number (10)
		Start (3)	Finish (4)				Construction (8)	Budget (9)	
(1-50)	General Administration								
2	Ceramic Belting Replacement and Window Repair - City Hall	01/85	being reviewed	40	-	40	No	No	CF 328541002
3	Energy Conservation Projects - City Hall	06/84	06/90*	730	695	35	Yes	Yes	CF 928241001-017
9	Data Base and Fourth Generation Language	09/86	12/90*	550	321	229	Yes	Yes	CF 258651002
10	Handicapped Access to Recreational Buildings	09/86	12/90	100	6	94	No	Yes	CF 708641003
11	Energy Conservation Projects	05/86	12/90*	50	39	11	Yes	Yes	CF 328641001
17	Computer Software Project - 1987 Allocation	08/87	12/90*	100	70	30	Yes	Yes	CF 258751002
21	Major Maintenance to Civic Buildings - 1987 Allocation	11/87	06/90	250	218	32	Yes	Yes	CF 318741001-019
25	Computer Software Project - 1988 Allocation	11/88	12/92	125	-	125	Yes	Yes	CF 258851002
27	Computer Environment Improvements	11/88	12/90*	50	3	47	Yes	Yes	CF 258851001
28	Construction Costs - Accommodations - City Hall - 1988 Allocation	11/88	06/90	225	127	98	Yes	Yes	CF 318841201
30	Major Maintenance to Civic Buildings - 1988 Allocation	09/88	06/90*	250	229	21	Yes	Yes	CF 318841001-046
32	New Computer Workstations	05/89	12/90	75	63	12	Yes	Yes	CF 258951001
33	Computer Software Project - 1989 Allocation	01/90	1991	150	-	150	Yes	Yes	CF 259051015
34	Replacement of Rink Slabs and Boards - Mountain Arena	11/89	1990	496	403	93			CF 318941014
35	Energy Conservation Project	11/89	1991	50	-	50	Yes	Yes	CF 318941016
36	Major Maintenance Civic Buildings - 1989 Allocation	10/89	1990	250	30	220	Yes	Yes	CF 318941003

City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

(000's)									
as at June 30, 1990									
Item No. (1)	Project Description (2)	Month/Year of Project		Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Is the Project on Target? Yes or No		Centre Number (10)
		Start (3)	Finish (4)				Construction (8)	Budget (9)	
(1-50)	General Administration-Ctd.								
37	Computer Software Project								
38	- 1990 Allocation	03/90	12/90	125	-	125	Yes	Yes	CF 259051013
	Accommodation Requirements								
39	- Legal Department	11/90	05/91	175	-	175	Yes	Yes	CF 319041004
	Hamilton Housing Company - Macassa								
	Park Apts. - Replace Heating and								
	Electrical System	1990	1990	165	-	165	Yes	Yes	CF 319041005
40	Asbestos Abatement Program	1990	1992	550	-	550	Yes	Yes	CF 319041007
41	H.S.P.C.A. - Capital Grant	03/90	12/90	282	-	282	No	Yes	CF 259041008
42	Computer Workstation Furniture	03/90	12/90	50	10	40	Yes	Yes	CF 259051012
43	Accommodation Requirements								
	- City Hall - 1990 Allocation	05/90	12/90	150	-	150	Yes	Yes	CF 319041002
44	Major Maintenance to City-Owned								
	Buildings - 1990 Allocation	05/90	12/90	250	-	250	Yes	Yes	CF 319041003
45	Major Upgrading of City Hall								
	- Needs Study	on hold		100	-	100	Yes	Yes	CF 319055004
(51-100)	Protection to Persons & Property								
55	Fire Stn. Stonechurch & Upper								
	Wellington - Vehicle Purchase	06/88	06/90	300	252	48	Yes	Yes	CF 488951001
56	Fire Stn. Stonechurch & Upper								
	Wellington - Construction	05/89	05/91*	1,400	117	1,283	Yes	Yes	CF 488941001

City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

(000's)									
as at June 30, 1990									
Item No. (1)	Project Description (2)	Month/Year of Project		Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Is the Project on Target?		Centre Number (10)
		Start (3)	Finish (4)				Construction (8).	Budget (9)	
<b>(101-150) Engineering</b>									
103	Road Access - Riverdale East Neighbourhood	08/86	10/90*	445	63	382	Yes	Yes	CF 528643006
108	High Level Bridge Street Lighting	11/87	12/90*	155	102	53	Yes	Yes	CF 528744002
109	1988 Reconstruction Program	01/88	12/90*	7,695	7,455	240	Yes	Yes	CF 528842001-047
110	Replacement of Traffic Operations Centre	09/88	03/92*	6,830	494	6,336	Yes	Yes	CF 758841001
111	Greenhill Ave. Construction of Finished Roadway, Curbs & Sidewalks	08/88	12/89	860	503	357	Yes	Yes	CF 528843002
112	Storm Drainage Projects	12/88	12/91	180	63	117	Yes	Yes	CF 528849001
113	1989 Reconstruction Program	01/89	12/90	8,200	5,229	2,971	Yes	Yes	CF 528942001-056
114	Albright Road Extension	05/89	12/90	104	-	104	Yes	Yes	CF 528943002
115	1990 Reconstruction Program	03/90	12/91	8,800	-	8,800	Yes	Yes	CF 529042001
116	Catch Basin and Drain Connections	03/90	12/90	150	-	150	Yes	Yes	CF 529043007
<b>(201-250) Parking Authority</b>									
201	Parking Facilities - Property Acquisition	02/84	Unknown	1,700	1,431	269	No	Yes	CF 708445001
202	Parking Facilities - Demolition & Site Preparation	09/85	Unknown	590	275	315	No	Yes	CF 908545001
211	Upgrade Existing Parking Facilities	03/90	12/90	100	68	32	Yes	Yes	CF 909045003
212	Study and Design - Existing and Future Parking Projects	1990	1990	50	-	50	Yes	Yes	CF 909045004



City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

		as at June 30, 1990							
Item No. (1)	Project Description (2)	Month/Year of Project		Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Is the Project on Target?		Centre Number (10)
		Start (3)	Finish (4)				Construction (8)	Budget (9)	
<b>(201-250) Parking Authority-Ctd.</b>									
213	John/Rebecca Decking	1990	1990	2,600	-	2,600	No	Yes	CF 909045005
214	Land Acquisition - Various	1990	1990	400	300	100	Yes	Yes	CF 909045006
215	King Wm./Mary Decking	1990	Unknown	3,300	-	3,300	No	Yes	CF 909045007
<b>(251-300) Department of Public Works</b>									
256	Centralized Computer Fuel System	05/86	06/90*	300	281	19	Yes	Yes	CF 608651001
259	Construction of New Mountain Public Works Yard	06/89	06/90*	2,750	2,648	102	Yes	Yes	CF 608741002
265	New Equipment - Concrete Grinder	05/89	06/90*	50	33	17	Yes	Yes	CF 608951002
267	Public Works Equipment - Vacalls, Steam Jenny, Elephant Vacs	03/90	03/91	213	179	34	Yes	Yes	CF 609051014
268	Underground Fuel Tanks - Various Locations	03/90	12/90	130	-	130	Yes	Yes	CF 649041007
269	Renovations to Office & Yard & Ventillation System - Fleet Services	03/90	12/90	169	12	157	Yes	Yes	CF 649041012
270	Upper Ottawa Depot	03/90	12/91	359	1	358	Yes	Yes	CF 609041009
271	Construct/Repair Parking Lots	03/90	12/90	107	-	107	Yes	Yes	CF 629045009
272	Emergency Crest Stabilization	04/90	1990	429	366	63	Yes	Yes	CF 629049003

City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

Item No. (1)	Project Description (2)	as at June 30, 1990 (000's)					Is the Project on Target?		Centre Number (10)
		Month/Year of Project		Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Yes or No		
		Start (3)	Finish (4)				Construction (8)	Budget (9)	
<b>(301-350) Department of Culture &amp; Recreation</b>									
309	West Mountain Twin Pad Arena	1990	1992	5,588	-	5,588	<input type="checkbox"/> No	<input type="checkbox"/> No	CF 709041012
311	Bike Paths (Phases 2, 3 & 4)	05/87	12/90	990	135	854	Yes	Yes	CF 708743001-002
315	Senior Citizens Drop-In-Centre	05/88	12/91	100	7	93	Yes	Yes	CF 708941003
318	Y.W.C.A. Capital Grant - 1990 Portion	03/90	12/90	150	-	150	Yes	Yes	CF 259041006
319	Playground Equipment - Various Locations	03/90	12/90	100	17	83	Yes	<input type="checkbox"/> No	Various
320	Sir Winston Churchill Centre - Filtration System	04/90	07/90	150	-	150	Yes	Yes	CF 709041008
321	Senior Citizens Centre	11/90	11/92	2,100	-	2,100	<input type="checkbox"/> No	Yes	CF 709041013
322	Construct Air Structure Twinning Mountain Arena	06/90	11/90	2,012	41	1,971	Yes	Yes	
<b>(351-400) Parks Division</b>									
356	Chedoke Golf Course Storage and Workshop	06/86	On Hold	161	-	161	<input type="checkbox"/> No	Yes	CF 628641001
363	Mohawk Sports Park Construction of Utility Building	07/87	12/90	222	173	49	Yes	Yes	CF 628754001/004

City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

Item No. (1)	Project Description (2)	as at June 30, 1990 (000's)				Is the Project on Target? Yes or No Construction (8)	Budget (9)	Centre Number (10)
		Month/Year of Project		Gross Cost (5)	Expended and Committed (6)			
		Start (3)	Finish (4)					
		Balance Available (7)						
<b>(351-400) Parks Division-Ctd.</b>								
366	Upgrading of Gage Park	05/88	06/90*	118	110	Yes	Yes	CF 628854002
367	Sackville Hill Park - Paving Parking Lot	05/88	09/90*	60	39	Yes	Yes	CF 628845001
368	Mountain Drive Park Repairs	05/88	12/90	100	24	Yes	Yes	CF 628854003
371	Mohawk Sports Park - Fieldhouse	05/88	06/90	81	80	Yes	Yes	CF 628841001
372	T.B. McQuestion Park Development - Stage 1	05/88	12/92	50	18	Yes	Yes	CF 628854004
373	Construction of Utility Building - - Brian Timmis Stadium	04/88	06/90	170	156	Yes	Yes	CF 628854001
378	Mohawk Sports Park, Irrigation System, Bleachers and Floodlighting	05/89	12/92	400	116	Yes	Yes	CF 628954001
379	Sam Lawrence Park - Upgrading	05/89	12/93	2,325	28	Yes	Yes	CF 628954002
383	Bow Valley Creek - Alterations	05/89	07/90*	60	-	Yes	Yes	CF 628949001
384	Renovations/Repairs - Ivor Wynne Stadium	03/90	12/90	345	-	Yes	Yes	CF 629054017
385	Floodlighting - Sam Manson Park	06/90	12/90	86	-	Yes	Yes	CF 629054011
386	Park Development and Redevelopment	03/90	12/90	1,288	-	Yes	Yes	CF 629054012
387	Gage Park - Perennial Borders	03/90	12/90	22	-	Yes	Yes	CF 628954003
388	Red Hill Creek Master Plan Implementation	03/90	06/91	1,157	-	Yes	Yes	CF 629054013
389	T.B. McQuestion Park Development	03/90	12/96	4,614	-	Yes	Yes	CF 629054014
390	Fieldhouse - Mohawk Sports Park	03/90	12/91	440	-	Yes	Yes	CF 629054018
391	Facilities Building - Gage Park	03/90	08/91	460	-	Yes	Yes	CF 629054019

City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

Item No. (1)	Project Description (2)	as at June 30, 1990 (000's)					Is the Project on Target?		Centre Number (10)
		Month/Year of Project Start (3)	Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Yes or No			
						Construction (8)	Budget (9)		
								Finish (4)	
<b>(351-400) Parks Division-Ctd.</b>									
392	Churchill Lawn Bowling Club - Lighting System Replacement	03/90	12/90	31	-	31	Yes	Yes	CF 629054015
393	Mountain Park - Crest Stabilization Plan	03/90	12/92	250	-	250	Yes	Yes	CF 629049003
<b>(401-450) H.E.C.F.I. (401-410) Corporate</b>									
403	Automated Facilities Management Computer System	06/86	08/90*	83	24	59	Yes	Yes	CF 928651003
405	Automated Facilities Management Computer System	08/90	12/90	75	-	75	Yes	Yes	CF 929051006
406	T.V. Monitor	06/89	12/90	50	-	-	Yes	Yes	CF 928941007
<b>(411-420) Copps Coliseum</b>									
411	Victor K. Copps - Construction Renovations	08/83	12/91	41,429	40,614	815	Yes	Yes	CF 928341001-019
412		07/87	12/90*	130	88	42	Yes	Yes	CF 928741001
413	New Equipment & Renovations	04/88	12/90*	120	84	36	Yes	Yes	CF 928841002
414	New Equipment	06/89	12/90	97	65	32	Yes	Yes	CF 928941004
415	New Equipment & Renovations	09/90	12/90	50	15	35	Yes	Yes	CF 929051002
416	Private Boxes - Study	10/90	12/90	100	-	100	No	Yes	CF 929051003
417	Satellite Dish	10/90	11/90	70	-	70	Yes	Yes	CF 929051004

City of Hamilton  
Treasury

SUMMARY OF CAPITAL PROJECTS IN PROGRESS

Item No. (1)	Project Description (2)	(000's) as at June 30, 1990									
		Month/Year of Project		Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Is the Project on Target?		Centre Number (10)		
		Start (3)	Finish (4)				Construction (8)	Yes or No Budget (9)			
(401-450) H.E.C.F.I.-Ctd.											
(421-430) Hamilton Place											
421	Great Hall Sound Console	11/88	06/91	202	72	130	Yes	Yes	CF 928851003		
422	Great Hall Banners	05/89	12/90*	130	3	127	Yes	Yes	CF 928941001		
423	Furniture, Equipment & Renovations	07/90	12/90	160	-	160	Yes	Yes	CF 929051005		
424	Great Hall Banners	09/90	12/90	570	-	570	Yes	Yes	CF 929041011		
(431-440) Convention Centre											
431	Furniture & Equipment	06/87	06/90	288	282	6	Yes	Yes	CF 928751001		
433	Equipment & Renovations	06/89	12/90	320	51	269	Yes	Yes	CF 928941006		
434	Furniture, Equipment, Renovations	07/90	12/90	62	-	62	Yes	Yes	CF 929051007		
435	Lighting Retrofit	05/90	06/90	49	44	5	Yes	Yes	CF 928941013		
(441-450) C.U.P.											
441	Replacement and Overhaul - Equipment	04/88	06/90	410	370	40	Yes	Yes	CF 928851001		
442	Replacement and Overhaul - Equipment	06/89	12/90*	115	59	56	Yes	Yes	CF 928941005		
443	Equipment & Renovations	07/90	10/90	90	15	75	Yes	Yes	CF 929041001		
(451-500) Hamilton & Scourge											
452	Laboratory Facility & Equipment	06/89	12/90	150	-	150	Yes	Yes	CF 738841002		
453	Hamilton & Scourge - Jason Project	03/90	03/91	350	323	27	Yes	Yes	CF 738904001		



City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

Item No. (1)	Project Description (2)	as at June 30, 1990 (000's)					Is the Project on Target?		Centre Number (10)
		Month/Year of Project Start (3)	Finish (4)	Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Yes or No		
							Construction (8)	Budget (9)	
<b>(501-550) <u>Hamilton Public Library Board</u></b>									
502	Replacement - Specialized Office Equipment and Furnishings	08/87	06/90	*107	102	5	Yes	Yes	CF 918751001
503	Terryberry Library Addition								
508	- 2nd Floor	08/87	12/90*	2,471	500	1,971	Yes	Yes	CF 918741001
	Furniture & Equipment - Office								
509	Computerization	09/88	12/90*	40	8	32	Yes	Yes	CF 918851002
	Furniture & Equipment - Office								
510	Computerization	06/89	06/90*	20	14	6	Yes	Yes	CF 918941010
	Furniture & Equipment								
	- Office Automation	09/90	12/90	13	-	13	Yes	Yes	CF 919051008
511	Automation of Information Files	09/90	12/90	131	-	131	Yes	Yes	CF 919051009
512	Office Automation	09/90	12/90	72	5	67	Yes	Yes	CF 919051010
513	Automation & Collection Access								
	- Phases II-V	09/90	12/90	181	-	181	Yes	Yes	CF 919051011
514	Sherwood Library Branch Relocation	05/90	10/90	356	24	332	Yes	Yes	CF 919041014
515	Library - Land Acquisition South East Mountain	06/90	12/90	555	-	555	Yes	Yes	CF 919041010
516	Red Hill Library Expansion	10/89	06/90	274	269	5			
<b>(601-650) <u>Planning</u></b>									
601	Enclaves Clearance	08/87	12/91	3,000	1,422	1,578	Yes	Yes	CF 308750001

City of Hamilton  
Treasury

**SUMMARY OF CAPITAL PROJECTS IN PROGRESS**

Item No. (1)	Project Description (2)	as at June 30, 1990 (000's)					Is the Project on Target?		Centre Number (10)
		Month/Year of Project		Gross Cost (5)	Expended and Committed (6)	Balance Available (7)	Yes or No		
		Start (3)	Finish (4)				Construction (8)	Budget (9)	
<b>(701-750) Community Development Department</b>									
701	Downtown Action Plan - Phase III B	07/86	12/90*	1,300	1,241	59	Yes	Yes	CF 428603001
702	Downtown Action Plan - Phase II	07/85	12/90*	1,603	1,597	6	Yes	Yes	CF 428403001
704	James St. North Streetscape	07/86	12/90*	1,994	1,968	26	Yes	Yes	CF 428103001
706	Downtown Action Plan - Phase IV	05/87	12/90	1,199	772	427	Yes	Yes	CF 428803001
707	O.N.I.P. Corktown/Stinson	05/87	12/90	900	752	148	Yes	Yes	CF 428701001
708	Facade Improvement Programme	07/87	12/90	800	328	472	Yes	Yes	CH 4X001 00321
711	Commercial Improvement Programme	06/87	12/91	2,500	781	1,719	Yes	Yes	CF 428705001
715	P.R.I.D.E. Programs - Crown								
	Point West/Stipeley - Phase II	05/89	12/92	700		700	Yes	Yes	CF 428902002
716	Waterfront Redevelopment								
	(1990 Portion) - Hamilton's								
	West Harbour	1990	1994	500	-	500	No	Yes	CF 418454011
717	Central/Beasley Housing								
	Intensification Program	1990	1993	1,860	-	1,860	Yes	Yes	
718	P.R.I.D.E. Program -								
	Beasley/Central	1990	1992	740	-	740	Yes	Yes	
719	Barton Street Demonstration								
	Loan Program	1990	1990	200	-	200	Yes	Yes	

Note: \* Indicates date has changed from previous reporting.

STATUS REPORT - CAPITAL PROJECT

PROJECT NAME: CERAMIC BELTING REPLACEMENT - CITY HALL

as at June 30, 1990

(A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1986-1990 Five Year Capital Budget Program:
  - (a) Project No. **34529** (b) Page No. **1**
  - (c) Month/Year of Project - Start: **01/85** Finish: **being reviewed**
  - (d) Gross Cost of the Project: **\$40,000**
  - (e) Nature of Financing:
    - (i) Debenture **\$**
    - (ii) Reserve/Capital Levy **\$40,000**
    - (iii) Other (Specify) **\$**
2. City Council Action:
  - (a) Project Approved by Standing Committee
    - (i) Section No. **N/A** (ii) Report No. **N/A**
  - (b) Financing Approval by Executive Committee
    - (i) Section No. **16** (ii) Report No. **8**
  - (c) Date of City Council Approval - **Various**
  - (d) Ontario Municipal Board
    - (i) No. **N/A** (ii) Date - **N/A**
3. Status of Work-In-Progress Account
  - (a) Centre No. **CF328541002**
  - (b) Gross Cost as Approved by City Council - **\$40,000**  
Less: Actual Expenditure **\$**  
Commitments \_\_\_\_\_  
  
Balance Available **\$40,000**  
=====
  - (c) Source of Financing - Comments

(B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department - **Architectural Division**
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_\_ No **X**  
If no, explain. **This project is presently being reviewed with the assistance of the Architectural Division.**
6. Is the project within the budget allocation? Yes \_\_\_\_ No **X**  
If no, explain.

(C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - **\$Nil**  
(b) Is the amount the same as per approved five year capital budget program? Yes **X** No \_\_\_\_  
If no, explain.
8. The first year in which the City current budget is affected - **N/A**
9. Will it create any new City jobs once completed? Yes \_\_\_\_ No **X**  
If yes, quote the number of new City employees' -

STATUS REPORT - CAPITAL PROJECTPROJECT NAME: ALTERATIONS TO RECREATIONAL BUILDINGS FOR HANDICAPPED ACCESS

as at June 30, 1990

## (A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

## 1. 1986-1990 Five Year Capital Budget Program:

- (a) Project No. 36302 (b) Page No. 2  
 (c) Month/Year of Project - Start: 09/86 Finish: 12/90  
 (d) Gross Cost of the Project: \$100,000  
 (e) Nature of Financing: (i) Debenture \$  
 (ii) Reserve/Capital Levy \$100,000  
 (iii) Other (Specify) \$

## 2. City Council Action:

- (a) Project Approved by Standing Committee P. & R.  
 (i) Section No. 13 (ii) Report No. 13  
 (b) Financing Approval by Executive Committee  
 (i) Section No. 3 (ii) Report No. 14  
 (c) Date of City Council Approval - May 27, 1986  
 (d) Ontario Municipal Board  
 (i) No. N/A (ii) Date - N/A

## 3. Status of Work-In-Progress Account

- (a) Centre No. CF708641003  
 (b) Gross Cost as Approved by City Council - \$100,000  
 Less: Actual Expenditure \$6,430  
 Commitments 6,430  
 Balance Available \$ 93,570  
 =====  
 (c) Source of Financing - Comments

## (B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department Property - Architectural Division
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_ No X  
 If no, explain.  
 Limited funds expended from this account. Division has simply not had the time to devote to this project.
6. Is the project within the budget allocation? Yes X No \_\_\_  
 If no, explain.

## (C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - \$N/A  
 (b) Is the amount the same as per approved five year capital budget program? Yes X No \_\_\_  
 If no, explain.
8. The first year in which the City current budget is affected - N/A
9. Will it create any new City jobs once completed? Yes \_\_\_ No X



STATUS REPORT - CAPITAL PROJECTPROJECT NAME: H.S.P.C.A. - CAPITAL GRANT

as at June 30, 1990

## (A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1990-1994 Five Year Capital Budget Program:
  - (a) Project No. 16.1 (b) Page No.
  - (c) Month/Year of Project - Start: 03/90 Finish: 12/90
  - (d) Gross Cost of the Project: \$282,000
  - (e) Nature of Financing:
    - (i) Debenture \$
    - (ii) Reserve/Capital Levy \$282,000
    - (iii) Other (Specify) \$
2. City Council Action:
  - (a) Date of City Council Approval - March 16, 1990
  - (b) Approval by Finance & Administration Committee
    - (i) Section No.
    - (ii) Report No.
  - (c) Ontario Municipal Board
    - (i) No.
    - (ii) Date -
3. Status of Work-In-Progress Account
  - (a) Centre No. CF259041008
  - (b) Gross Cost as Approved by City Council - \$282,000  
Less: Actual Expenditure \$ -  
Commitments \_\_\_\_\_  
Balance Available \$282,000  
=====
  - (c) Source of Financing - Comments

## (B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department Treasury
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_ No X \*  
If no, explain.  
  
\*Disagreement with the other five area municipalities on cost distribution.
6. Is the project within the budget allocation? Yes X No \_\_\_  
If no, explain.

## (C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - \$N/A - a replacement building.  
(b) Is the amount the same as per approved five year capital budget program? Yes X No \_\_\_  
If no, explain.
8. The first year in which the City current budget is affected - 1995
9. Will it create any new City jobs once completed? Yes \_\_\_ No X  
If yes, quote the number of new City employees' -



STATUS REPORT - CAPITAL PROJECT

PROJECT NAME: PARKING FACILITIES - PROPERTY ACQUISITION

as at June 30, 1990

(A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1986-1990 Five Year Capital Budget Program:
  - (a) Project No. 34413 (b) Page No. 13
  - (c) Month/Year of Project - Start: 02/84 Finish: Unknown
  - (d) Gross Cost of the Project: \$1,700,000
  - (e) Nature of Financing:
    - (i) Debenture \$1,700,000
    - (ii) Reserve/Capital Levy \$
    - (iii) Other (Specify) \$
2. City Council Action:
  - (a) Project Approved by Standing Committee T. & E.
    - (i) Section No. 1 (ii) Report No. 1
  - (b) Financing Approval by Executive Committee
    - (i) Section No. 8 (ii) Report No. 3
  - (c) Date of City Council Approval - February 14, 1984
  - (d) Ontario Municipal Board
    - (i) No. E84015 (ii) Date - April 11, 1984
3. Status of Work-In-Progress Account
  - (a) Centre No. CF708445001
  - (b) Gross Cost as Approved by City Council - \$1,700,000  
Less: Actual Expenditure \$1,430,783  
Commitments 1,430,783  
Balance Available \$ 269,217  
=====
  - (c) Source of Financing - Comments

(B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department Property Real Estate Division
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_\_ No X  
If no, explain. Three residential units on Bay Street  
to be acquired collectively are not available at this time.  
Still persuing purchase of all three.
6. Is the project within the budget allocation? Yes X No \_\_\_\_  
If no, explain.

(C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is  
completed - \$Nil  
(b) Is the amount the same as per approved five year  
capital budget program? Yes X No \_\_\_\_  
If no, explain.
8. The first year in which the City current budget is affected - N/A
9. Will it create any new City jobs once completed? Yes \_\_\_\_ No X

STATUS REPORT - CAPITAL PROJECT

PROJECT NAME: PARKING FACILITIES - DEMOLITION & SITE PREPARATION

as at June 30, 1990

(A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1986-1990 Five Year Capital Budget Program:
  - (a) Project No. 34413-A (b) Page No. 13
  - (c) Month/Year of Project - Start: 09/85 Finish: Unknown
  - (d) Gross Cost of the Project: \$590,000
  - (e) Nature of Financing:
    - (i) Debenture \$590,000
    - (ii) Reserve/Capital Levy \$
    - (iii) Other (Specify) \$
2. City Council Action:
  - (a) Project Approved by Standing Committee Executive
    - (i) Section No. 5 (ii) Report No. 7
  - (b) Financing Approval by Executive Committee
    - (i) Section No. 5 (ii) Report No. 7
  - (c) Date of City Council Approval - April 9, 1985
  - (d) Ontario Municipal Board
    - (i) No. E850450 (ii) Date - June 7, 1985
3. Status of Work-In-Progress Account
  - (a) Centre No. CF908545001
  - (b) Gross Cost as Approved by City Council - \$590,000  
Less: Actual Expenditure \$275,319  
Commitments 275,319  
Balance Available \$314,681  
=====
  - (c) Source of Financing - Comments

(B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department Parking Authority
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_ No X  
If no, explain. Finance and Administration approved development plans in 1989 to be brought back for consideration.
6. Is the project within the budget allocation? Yes X No \_\_\_  
If no, explain. Under review.

(C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - \$90,809  
(b) Is the amount the same as per approved five year capital budget program? Yes X No \_\_\_  
If no, explain.
8. The first year in which the City current budget is affected - 1986
9. Will it create any new City jobs once completed? Yes \_\_\_ No X  
If yes, quote the number of new City employees' -

STATUS REPORT - CAPITAL PROJECTPROJECT NAME: PARKING AUTHORITY - JOHN/REBECCA DECKING

as at June 30, 1990

## (A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1990-1994 Five Year Capital Budget Program:
  - (a) Project No. 30.0 (b) Page No.
  - (c) Month/Year of Project - Start: 1990 Finish: 1990
  - (d) Gross Cost of the Project: \$2,600,000
  - (e) Nature of Financing:
    - (i) Debenture \$
    - (ii) Reserve/Capital Levy \$2,600,000
    - (iii) Other (Specify) \$
2. City Council Action:
  - (a) Date of City Council Approval - March 16, 1990
  - (b) Approval by Finance & Administration Committee
    - (i) Section No.
    - (ii) Report No.
  - (c) Ontario Municipal Board
    - (i) No.
    - (ii) Date -
3. Status of Work-In-Progress Account
  - (a) Centre No. CF909045005
  - (b) Gross Cost as Approved by City Council - \$2,600,000
 

Less: Actual Expenditure \$		\$
Commitments	-	-
Balance Available		\$2,600,000
		=====
  - (c) Source of Financing - Comments

## (B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department Parking Authority
5. Is the project progressing as scheduled per 1(c) above? Yes ☐ No ☒ X  
If no, explain. Parking Authority will not be proceeding until final plan developed and funding assured.
6. Is the project within the budget allocation? Yes ☒ No ☐ X  
If no, explain.

## (C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - \$200,000
- (b) Is the amount the same as per approved five year capital budget program? Yes ☒ No ☐ X  
If no, explain.
8. The first year in which the City current budget is affected - 1990
9. Will it create any new City jobs once completed? Yes ☐ No ☒ X  
If yes, quote the number of new City employees' -



STATUS REPORT - CAPITAL PROJECT

PROJECT NAME: PARKING AUTHORITY - KING WILLIAM/MARY DECKING

as at June 30, 1990

(A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1990-1994 Five Year Capital Budget Program:
  - (a) Project No. 32.0 (b) Page No.
  - (c) Month/Year of Project - Start: 1990 Finish: 1990
  - (d) Gross Cost of the Project: \$3,300,000
  - (e) Nature of Financing:
    - (i) Debenture \$
    - (ii) Reserve/Capital Levy \$ 100,000
    - (iii) Other (Specify) \$3,200,000
2. City Council Action:
  - (a) Date of City Council Approval - March 16, 1990
  - (b) Approval by Finance & Administration Committee
    - (i) Section No.
    - (ii) Report No.
  - (c) Ontario Municipal Board
    - (i) No.
    - (ii) Date -
3. Status of Work-In-Progress Account
  - (a) Centre No. CF909045007
  - (b) Gross Cost as Approved by City Council - \$3,300,000  
Less: Actual Expenditure \$  
Commitments \_\_\_\_\_  
Balance Available \$3,300,000  
=====
  - (c) Source of Financing - Comments

(B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department Parking Authority
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_ No X  
If no, explain.  
This project involves second and third parties which is still being worked on.
6. Is the project within the budget allocation? Yes X No \_\_\_  
If no, explain.

(C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - \$100,000  
(b) Is the amount the same as per approved five year capital budget program? Yes X No \_\_\_  
If no, explain.
8. The first year in which the City current budget is affected - 1990
9. Will it create any new City jobs once completed? Yes \_\_\_ No X  
If yes, quote the number of new City employees' -

STATUS REPORT - CAPITAL PROJECTPROJECT NAME: WEST MOUNTAIN TWIN PAD ARENA

as at June 30, 1990

## (A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1990-1994 Five Year Capital Budget Program:
  - (a) Project No. **53.0** (b) Page No.
  - (c) Month/Year of Project - Start: **1990** Finish: **1992**
  - (d) Gross Cost of the Project: **\$5,588,410 (see Note)**
  - (e) Nature of Financing:
 

(i) Debenture	<b>\$4,593,410</b>
(ii) Reserve/Capital Levy	<b>\$</b>
(iii) Other (Specify)	<b>\$ 995,000</b>
Provincial Grant	
2. City Council Action:
  - (a) Date of City Council Approval - **March 16, 1990, June 26, 1990**
  - (b) Approval by Finance & Administration Committee
    - (i) Section No.
    - (ii) Report No.
  - (c) Ontario Municipal Board
    - (i) No.
    - (ii) Date -
3. Status of Work-In-Progress Account
  - (a) Centre No. **CF709041012**
  - (b) Gross Cost as Approved by City Council - **\$5,588,410**  
 Less: Actual Expenditure \$ **-**  
 Commitments \_\_\_\_\_
  - Balance Available **\$5,588,410**  
 =====
  - (c) Source of Financing - Comments

Note: Reduced from \$7.6m to \$6.1m by Council May 29, 1990 and by \$512 June 26, 1990.

## (B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department **Culture and Recreation**
5. Is the project progressing as scheduled per 1(c) above? Yes ☐ No ☒ **X**  
If no, explain.
6. Is the project within the budget allocation? Yes ☐ No ☒ **X**  
If no, explain.

## (C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - **\$440,000**  
 (b) Is the amount the same as per approved five year capital budget program? Yes ☒ **X** No ☐  
 If no, explain.
8. The first year in which the City current budget is affected - **Unknown**
9. Will it create any new City jobs once completed? Yes ☒ **X** No ☐  
 If yes, quote the number of new City employees' - **2 Mt. Twin - #322**  
**6 Twin Pad**



STATUS REPORT - CAPITAL PROJECT

PROJECT NAME: PLAYGROUND EQUIPMENT - VARIOUS LOCATIONS

as at June 30, 1990

(A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1990-1994 Five Year Capital Budget Program:

- (a) Project No. **54.0** (b) Page No.  
(c) Month/Year of Project - Start: **01/90** Finish: **12/90**  
(d) Gross Cost of the Project: **\$100,000**  
(e) Nature of Financing: (i) Debenture \$  
(ii) Reserve/Capital Levy **\$100,000**  
(iii) Other (Specify) \$

2. City Council Action:

- (a) Date of City Council Approval - **March 16, 1990 (see Note)**  
(b) Approval by Finance & Administration Committee  
(i) Section No. (ii) Report No.  
(c) Ontario Municipal Board  
(i) No. (ii) Date -

3. Status of Work-In-Progress Account

- (a) Centre No. **CFVarious**  
(b) Gross Cost as Approved by City Council - **\$100,000**  
Less: Actual Expenditure \$ (Council  
Commitments **16,500** **16,500** Approvals)  
Balance Available **\$ 83,500**  
=====
- (c) Source of Financing - Comments

NOTE: Priority listing to Standing Committee before commencement.

(B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department **Culture and Recreation**
5. Is the project progressing as scheduled per 1(c) above? Yes X No     
If no, explain.
6. Is the project within the budget allocation? Yes    No X  
If no, explain.  
Additional fund being requested.

(C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - **\$5,000**  
(b) Is the amount the same as per approved five year capital budget program? Yes X No     
If no, explain.
8. The first year in which the City current budget is affected - **1990**
9. Will it create any new City jobs once completed? Yes X No     
If yes, quote the number of new City employees' - **2**

Form No. 782  
86/03/10

STATUS REPORT - CAPITAL PROJECTPROJECT NAME: SENIOR CITIZEN'S CENTRE

as at June 30, 1990

## (A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1990-1994 Five Year Capital Budget Program:
  - (a) Project No. **56.0** (b) Page No.
  - (c) Month/Year of Project - Start: **11/90** Finish: **11/92**
  - (d) Gross Cost of the Project: **\$2,100,000**
  - (e) Nature of Financing:
 

(i) Debenture	\$2,100,000	
(ii) Reserve/Capital Levy	\$	
(iii) Other (Specify)	\$	
2. City Council Action:
  - (a) Date of City Council Approval - **March 16, 1990**
  - (b) Approval by Finance & Administration Committee
    - (i) Section No.
    - (ii) Report No.
  - (c) Ontario Municipal Board
    - (i) No.
    - (ii) Date -
3. Status of Work-In-Progress Account
  - (a) Centre No. **CF709041013**
  - (b) Gross Cost as Approved by City Council - **\$2,100,000**
  - Less: Actual Expenditure **\$**
  - Commitments \_\_\_\_\_
  - Balance Available **\$2,100,000**  
=====
  - (c) Source of Financing - Comments

## (B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department **Culture and Recreation**
5. Is the project progressing as scheduled per 1(c) above? Yes ☐ No ☒ **X**  
If no, explain.  
**Consultants report behind schedule.**
6. Is the project within the budget allocation? Yes ☒ No ☐ **X**  
If no, explain.

## (C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - **\$400,000**
- (b) Is the amount the same as per approved five year capital budget program? Yes ☒ No ☐ **X**  
If no, explain.
8. The first year in which the City current budget is affected - **1991**
9. Will it create any new City jobs once completed? Yes ☒ No ☐ **X**  
If yes, quote the number of new City employees' -

STATUS REPORT - CAPITAL PROJECT

PROJECT NAME: CHEDOKE GOLF COURSE STORAGE AND WORKSHOP

as at June 30, 1990

(A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1986-1990 Five Year Capital Budget Program:
  - (a) Project No. 36626 (b) Page No. 19
  - (c) Month/Year of Project - Start: 06/86 Finish: see Note
  - (d) Gross Cost of the Project: \$161,00
  - (e) Nature of Financing:
    - (i) Debenture \$
    - (ii) Reserve/Capital Levy \$161,000
    - (iii) Other (Specify) \$
2. City Council Action:
  - (a) Project Approved by Standing Committee P. & R.  
(Section No. Various (ii) Report No. Various
  - (b) Financing Approval by Executive Committee  
(i) Section No. Various (ii) Report No. Various
  - (c) Date of City Council Approval - Various
  - (d) Ontario Municipal Board  
(i) No. N/A (ii) Date - N/A
3. Status of Work-In-Progress Account
  - (a) Centre No. CF628641001
  - (b) Gross Cost as Approved by City Council - \$161,000  
Less: Actual Expenditure \$ -  
Commitments -  
Balance Available \$161,000  
=====
  - (c) Source of Financing - Comments

(B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department Property - Architectural Division  
(Parks Division)
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_ No X  
If no, explain.  
Note: On hold pending a review of the best expansion alternative.
6. Is the project within the budget allocation? Yes X No \_\_\_  
If no, explain.

(C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - \$1,000  
(b) Is the amount the same as per approved five year capital budget program? Yes X No \_\_\_  
If no, explain.
8. The first year in which the City current budget is affected - 1990
9. Will it create any new City jobs once completed? Yes \_\_\_ No X  
If yes, quote the number of new City employees' -



STATUS REPORT - CAPITAL PROJECT

PROJECT NAME: COPPS COLISEUM - PRIVATE BOXES - STUDY

as at June 30, 1990

(A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1990-1994 Five Year Capital Budget Program:
  - (a) Project No. 88.1 (b) Page No.
  - (c) Month/Year of Project - Start: 10/90 Finish: 12/90 (Pending decision on NHL Franchise)
  - (d) Gross Cost of the Project: \$100,000
  - (e) Nature of Financing:
    - (i) Debenture \$
    - (ii) Reserve/Capital Levy \$100,000
    - (iii) Other (Specify) \$
2. City Council Action:
  - (a) Date of City Council Approval - March 16, 1990
  - (b) Approval by Finance & Administration Committee
    - (i) Section No.
    - (ii) Report No.
  - (c) Ontario Municipal Board
    - (i) No.
    - (ii) Date -
3. Status of Work-In-Progress Account
  - (a) Centre No. CF929051003
  - (b) Gross Cost as Approved by City Council - \$100,000  
Less: Actual Expenditure \$  
Commitments \_\_\_\_\_  
Balance Available \$100,000  
=====
  - (c) Source of Financing - Comments

(B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department H.E.C.F.I.
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_ No X  
If no, explain.  
Pending decision on NHL Franchise.
6. Is the project within the budget allocation? Yes X No \_\_\_  
If no, explain.

(C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - \$N/A  
(b) Is the amount the same as per approved five year capital budget program? Yes X No \_\_\_  
If no, explain.
8. The first year in which the City current budget is affected - N/A
9. Will it create any new City jobs once completed? Yes \_\_\_ No X  
If yes, quote the number of new City employees' -

STATUS REPORT - CAPITAL PROJECT

PROJECT NAME: WATERFRONT REDEVELOPMENT - HAMILTON'S WEST HARBOUR

as at June 30, 1990

(A) TO BE COMPLETED BY THE TREASURY DEPARTMENT

1. 1990-1994 Five Year Capital Budget Program:
  - (a) Project No. 112.0 (b) Page No.
  - (c) Month/Year of Project - Start: 1990 Finish: 1994
  - (d) Gross Cost of the Project: \$30,250,000
  - (e) Nature of Financing:
    - (i) Debenture \$ 3,700,000
    - (ii) Reserve/Capital Levy \$
    - (iii) Other (Specify) \$26,550,000
2. City Council Action:
  - (a) Date of City Council Approval - March 16, 1990 (see Note)
  - (b) Approval by Finance & Administration Committee
    - (i) Section No.
    - (ii) Report No.
  - (c) Ontario Municipal Board
    - (i) No.
    - (ii) Date -
3. Status of Work-In-Progress Account
  - (a) Centre No. CF418454011
  - (b) Gross Cost as Approved by City Council - \$500,000 (1990 Portion)  
Less: Actual Expenditure \$  
Commitments \_\_\_\_\_  
Balance Available \$500,000  
=====
  - (c) Source of Financing - Comments

NOTE: Requires separate approval by Standing Committee before commencement.

(B) TO BE COMPLETED BY THE DEPARTMENT CONTROLLING THE PROJECT -

4. Name of the Department Community Development
5. Is the project progressing as scheduled per 1(c) above? Yes \_\_\_ No X  
If no, explain. Delay in environmental clean-up funding has delayed entire project for 1 year.
6. Is the project within the budget allocation? Yes X No \_\_\_  
If no, explain.

(C) TO BE COMPLETED BY THE DEPARTMENT INITIATING THE PROJECT

7. (a) What is the maintenance cost of this project once it is completed - \$Unknown  
(b) Is the amount the same as per approved five year capital budget program? Yes X No \_\_\_  
If no, explain.
8. The first year in which the City current budget is affected - 1992
9. Will it create any new City jobs once completed? Yes X No \_\_\_  
If yes, quote the number of new City employees' -  
Unknown at this date.





FOR INFORMATION

JUL 19 1990

18(e)

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 July 18  
COMM FILE:  
DEPT FILE:

SUBJECT: SUMMARY OF REVENUES AND EXPENDITURES FOR THE  
SIX MONTHS ENDED JUNE 30, 1990 COMPARED WITH BUDGET

BACKGROUND:

Attached is a Summary of Revenues, (Pages 1 and 2) and a Summary of Expenditures by Standing Committee (Page 3) for the period ended June 30, 1990, comparing budget to actual for 1990 and also comparing the current percentage of actual to budget with the previous year's percentage.

The attached report is the first status report for 1990 of the Summary of Revenues and Expenditures. As you are aware, it is over a year since the new financial system was installed by the Treasury Department covering a massive amount of information and involving a conversion to new account numbers and a shift in responsibility of "ownership" of the system from the Information Systems Department to the individual users. The system is on line - real time, which allows input to immediately update the General Ledger which can be accessed via an enquiry screen.

Development and innovation of the system is an ongoing task. Improvements and enhancements to accomplish the efficiency and effectiveness of its processing and output potential is occurring daily.

I am sending a copy of this report along with the appropriate financial information to the respective secretaries of the other three standing committees, and other committees, for their review. Each committee report contains Treasury comments.

REVENUES:

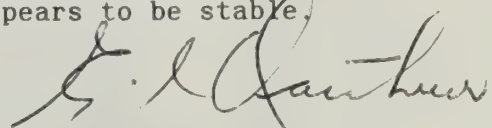
Pages 1 and 2 - Page 2, Revenues in total for 1990 are slightly lower than 1989 - 73.6% vs. 73.8% which means, overall, the position through to year end appears to be stable.

EXPENDITURES:

Page 3, Total City Expenditures for 1990 expressed as a percentage of the total approved budget are slightly lower than 1989 - 55.4% vs. 57.2% which means, overall, the position through to year end appears to be stable.

Att'd

c.c. Mrs. S. Reeder, Secretary, Planning and Development Committee  
Mrs. L. Dale, Secretary, Parks and Recreation Committee  
Ms. T. Agnello, Secretary, Transport and Environment Committee  
Mr. J. D. Thompson, Secretary, Information Systems Committee  
Mr. S. Dembe, Secretary, Hamilton-Scourge Committee  
Mr. D. Carson, Secretary, Mayor's Race Relations Committee



## CITY OF HAMILTON

## SUMMARY OF THE CITY REVENUES FOR THE PERIOD ENDED JUNE 30, 1990

DESCRIPTION (1)	APPROVED BUDGET (2)	REVENUE TO-DATE (3)	PERCENT REVENUE TO-DATE CURR YR (4)	PERCENT REVENUE TO-DATE PREV YR (5)	BALANCE (6)
PREVIOUS YEAR SURPLUS	1,000,000	1,000,000	100.0	100.0	0
TAXATION					
1990 LEVY	385,806,170	289,354,628	75.0	75.0	96,451,542
SUPPLEMENTARY	5,271,730	1,438,602	27.3	52.0	3,833,128
SPECIAL ASSESSMENTS	7,422,310	5,569,653	75.0	73.0	1,852,657
TOTAL TAXATION	398,500,210	296,362,883	74.4	76.5	102,137,327
OTHER REVENUES					
GRANTS, SUBSIDIES	31,412,790	24,933,275	79.4	73.9	6,479,515
TRANSFER FROM RESERVES	1,168,240	1,168,240	100.0	100.0	0
FINANCIAL	989,060	490,136	49.6	51.7	498,924
TOTAL OTHER REVENUES	33,570,090	26,591,651	79.2	76.7	6,978,439

## CITY OF HAMILTON

## SUMMARY OF THE CITY REVENUES FOR THE PERIOD ENDED JUNE 30, 1990

DESCRIPTION (1)	APPROVED BUDGET (2)	REVENUE TO-DATE (3)	PERCENT REVENUE TO-DATE CURR YR (4)	PERCENT REVENUE TO-DATE PREV YR (5)	BALANCE (6)
USER FEES					
CITY CLERKS	1,293,990	799,626	61.8	55.3	494,364
TREASURY-Interest, Tax Penalty	8,374,360	4,238,740	50.6	49.8	4,135,620
PLANNING	119,100	55,412	46.5	40.9	63,689
REAL ESTATE AND PROPERTY AND MAINTENANCE	843,380	420,851	49.9	52.7	422,529
COMMUNITY DEVELOPMENT	148,500	134,452	90.5	89.7	14,048
FIRE	80,000	38,640	48.3	50.2	41,360
BUILDING	4,000,000	1,749,374	43.7	57.5	2,250,626
LOCAL ROADS - REGION	42,520	10,431	24.5	45.5	32,089
STREET AND SANITATION	459,750.00	293,298	63.8	62.6	166,452
CEMETERIES	1,266,920	498,021	39.3	49.3	768,899
FLEET SERVICES	34,810				34,810
RECREATION & COMMUNITY SERVICES	3,211,680	2,069,378	64.4	56.4	1,142,302
CULTURE	260,260	100,475	38.6	44.3	159,785
TRAFFIC	3,176,940	1,398,798	44.0	56.0	1,778,142
TOTAL USER FEES	23,312,210	11,807,496	50.6	49.1	11,504,714
REPORT TOTAL	456,382,510	335,762,030	73.6	73.8	120,620,480

## FINANCE AND ADMINISTRATION COMMITTEE

CITY OF HAMILTON  
TREASURYFINANCIAL REPORT OF CURRENT ESTIMATES FOR THE FINANCE AND ADMINISTRATION COMMITTEE  
FOR THE PERIOD ENDED JUNE 30, 1990

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TO DATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PERCENT EXPENDED PREV YR (7)	BALANCE (8)
FINANCE AND ADMINISTRATION COMMITTEE	97,499,060	743,574	56,644,730	57,388,304	58.9	57.6	40,110,756
PARKS AND RECREATION	22,131,500	441,456	9,513,320	9,954,776	45.0	48.4	12,176,724
PLANNING AND DEVELOPMENT	6,615,360	6,955	3,123,418	3,130,373	47.3	48.4	3,484,987
TRANSPORT AND ENVIRONMENT	25,150,790	199,657	13,098,434	13,298,091	52.9	50.7	11,852,699
TOTAL STANDING COMMITTEES	151,396,710	1,391,642	82,379,902	83,771,544	55.3	52.0	67,625,166
OTHER SPECIAL COMMITTEES							
HAMILTON SCOURGE PROJECT	159,560	730	61,867	62,597	39.2	40.0	96,963
INFORMATION SYSTEMS	3,448,940	897,613	1,191,120	2,088,733	60.6	55.4	1,360,207
MAYOR'S RACE RELATIONS COMMITTEE	12,500		3,940	3,940	31.5	74.5	8,560
TOTAL SPECIAL COMMITTEES	3,621,000	898,343	1,256,927	2,155,270	59.5	55.0	1,465,730
TOTAL CITY EXPENDITURES	155,017,710	2,289,985	83,636,829	85,926,814	55.4	57.2	69,090,896
REGIONAL COUNCIL AND EDUCATIONAL BOARDS							
REGION	107,207,300	53,607,300	53,600,000	107,207,300	100.0	100.0	0
BOARD OF EDUCATION	159,859,200	79,929,200	79,930,000	159,859,200	100.0	100.0	0
SEPARATE SCHOOL BOARD	34,298,300	17,148,300	17,150,000	34,298,300	100.0	100.0	0
TOTAL REGIONAL COUNCIL AND EDUCATIONAL BOARDS	301,364,800	150,684,800	150,680,000	301,364,800	100.0	100.0	0
	456,382,510	152,974,785	234,316,829	387,291,614	84.9	85.9	69,090,896

TREASURY COMMENTS: The amounts and percentages shown above are consistent with the normal operations of the departments on a basis comparative to that of the prior year. Note the percentage comparisons in columns (6) and (7).



CITY OF HAMILTON  
TREASURYFINANCIAL REPORT OF CURRENT ESTIMATES FOR THE FINANCE AND ADMINISTRATION COMMITTEE  
FOR THE PERIOD ENDED JUNE 30, 1990

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TO DATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PREV YR (7)	BALANCE (8)
LEGISLATIVE							
CLERK	1,337,330	6,558	633,573	640,131	47.9	48.7	697,199
CHIEF ADMINISTRATIVE OFFICE	2,644,150	25,718	1,296,214	1,321,932	50.0	49.7	1,322,218
FIRE	178,080	1,050	83,313	84,363	47.4	49.7	93,717
HUMAN RESOURCES	30,488,420	210,088	12,653,406	12,863,494	42.2	50.0	17,624,926
PROPERTY - REAL ESTATE	2,163,430		1,061,909	1,061,909	49.1	49.4	1,101,521
- PROPERTY	558,140	9,747	253,134	262,881	47.1	44.3	295,259
- ARCHITECT	6,192,020	154,229	2,560,505	2,714,734	43.8	46.8	3,477,286
CITY SOLICITORS	425,940	1,401	184,670	186,071	43.7	43.8	239,869
TREASURY - FINANCE	1,806,500	13,094	651,281	664,375	36.8	50.7	1,142,125
- PURCHASING	3,098,330	35,946	1,395,005	1,430,951	46.2	48.7	1,667,379
- CITY GARAGE	378,880	13,458	155,751	169,209	44.7	50.0	209,571
	0	642	7,574	8,316	0.0	0.0	(8,316)
TOTAL DEPARTMENTS	49,271,220	471,931	20,936,435	21,408,366	43.5	45.3	27,862,854
LOCAL BOARDS							
LIBRARY	11,934,710		5,970,800	5,970,800	50.0	51.7	5,963,910
PARKING	70,290		224,035	224,035			(153,745)
H.E.C.F.I.	2,205,320		992,767	992,767	45.0	42.4	1,212,553
CENTRAL UTILITIES PLANT	2,724,340	238,533	1,184,935	1,423,468	52.3	54.1	1,300,872
TOTAL LOCAL BOARDS	16,864,370	238,533	8,148,502	8,387,035	49.7	53.6	8,477,335

## FINANCE AND ADMINISTRATION COMMITTEE

CITY OF HAMILTON  
TREASURYFINANCIAL REPORT OF CURRENT ESTIMATES FOR THE FINANCE AND ADMINISTRATION COMMITTEE  
FOR THE PERIOD ENDED JUNE 30, 1990

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TO DATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR (6)	PREV YR (7)	BALANCE (8)
OTHER BUDGETS							
H.S.P.C.A.	828,910		423,887	423,887	51.1	47.3	405,023
MUNDIALIZATION COMMITTEE	7,790		997	997	12.8	46.5	6,793
STATUS OF WOMEN COMMITTEE	10,450		3,447	3,447	33.0	33.8	7,003
PUBLIC RELATIONS	165,000		60,435	60,435	36.6	34.1	104,565
RECEPTIONS AND PUBLIC EVENTS	68,000		59,148	59,148	87.0	44.1	8,852
GRANTS	600,000		518,550	518,550	86.4	72.1	81,450
TOTAL OTHER BUDGETS	1,680,150	0	1,066,464	1,066,464	63.5	67.8	613,686
SUBTOTAL	67,815,740	710,464	30,151,401	30,861,865	45.5	49.1	36,953,875
FINANCIALS							
DEBT CHARGES - LOCAL IMPROVEMENTS	477,490		477,490	477,490	100.0	100.0	0
CAPITAL LEVY	5,902,000		5,902,000	5,902,000	100.0	100.0	0
PROVISION FOR DEBT RESERVE	14,724,000		14,724,000	14,724,000	100.0	100.0	0
PROVISION FOR OTHER RESERVES	4,007,040		2,994,897	2,994,897	74.7	66.6	1,012,143
FINANCIAL - VARIOUS	4,006,530	32,948	2,203,416	2,236,364	55.8	53.3	1,770,166
CONTINGENCY	57,000						57,000
MISCELLANEOUS	509,260	162	191,526	191,688	37.6	41.7	317,572
TOTAL FINANCIALS	29,683,320	33,110	26,493,329	26,526,439	89.4	83.6	3,156,881

CITY OF HAMILTON  
TREASURYFINANCIAL REPORT OF CURRENT ESTIMATES FOR THE FINANCE AND ADMINISTRATION COMMITTEE  
FOR THE PERIOD ENDED JUNE 30, 1990

DESCRIPTION (1)	APPROVED BUDGET (2)	OUTSTANDING COMMITMENTS (3)	EXPENDITURES TO DATE (4)	TOTAL (5)	PERCENT EXPENDED CURR YR PREV YR (6) (7)	BALANCE (8)
TOTAL FINANCE & ADMINISTRATION COMMITTEE	97,499,060	743,574	56,644,730	57,388,304	58.9	40,110,756

TREASURY COMMENTS: The amounts and percentages shown above are consistent with the normal operations of the departments, local boards and other accounts on a basis comparative to that of the prior year. Note the percentage comparisons in columns (6) and (7).



K.E. AVERY  
CITY CLERK

J.J. SCHATZ  
DEPUTY CITY CLERK



Mrs. J. McAnanama  
Chief Executive Officer  
Hamilton Public Library

L8N 3T4

TEL: 546-2700  
FAX: 546-2095

**THE CORPORATION OF THE CITY OF HAMILTON**  
OFFICE OF THE CITY CLERK

NOTICE OF MEETING

**FINANCE AND ADMINISTRATION COMMITTEE**

Thursday, 1990 July 26

9:30 o'clock a.m.

Room 233, City Hall

CA4 ON HBL A05  
C SIF31  
URBAN/MUNICIPAL  
1990

John Thompson  
Secretary

A G E N D A

9:30  
a.m.

1. CONSENT AGENDA

2. CITY CLERK

(a) Municipal Elections

(b) Letters of Application - Hamilton Status of Women Sub-Committee and Taxi Advisory Committee

3. DIRECTOR OF PROPERTY

(a) Consultant Selection for Co-ordination Services for the Asbestos Abatement Program for the City and Region

(b) New Fire Station #2 - Upper Wellington and Stone Church Road

(c) Senior Project Manager/Architectural Division

10:00  
a.m.

4. CITY SOLICITOR

By-law Re: Records Retention Schedule

5. H.E.C.F.I.

Emergency Repair/Replacement of Electrical Cable - Method of Financing





6. CHIEF ADMINISTRATIVE OFFICER

Hamilton Strategic Plan: Future Actions

7. ALDERMAN D. AGOSTINO

Smoke Alarms in Apartment Buildings

10:30  
a.m.

8. ALDERMAN D. ROSS

"Huskie" International Hockey Tournament - Program  
Advertising

9. FRENCH SUB-COMMITTEE

Francophone Association of Municipalities of Ontario  
Founding Conference - Approval of Attendance

10. RESOLUTION

Town of Richmond Hill - Roadway Improvement

11:00  
a.m.

11. BREAK

12. DELEGATIONS

11:05

- (a) 91st Highlander's Athletic Association  
- Sponsorship of The Hamilton Spectator Indoor Games,  
1991 January 10-11 (Report to Follow)

- (b) Applicants for Citizen Appointment to the Hamilton  
Public Library Board Corporation:

11:15 a.m.  
11:20 a.m.  
11:25 a.m.

John Ellis  
Henriettta Pecyna  
Michael Riley

11:30 a.m.

- (c) Mrs. E. Bortolussi - Development Charges By-law

11:35 a.m.

- (d) Mrs. Margaret Tsangarakis - Review of Rent for "It's  
All Greek To Me!" Restaurant Patio Cafe on Jarvis  
Street



11:45  
a.m.

13. TRANSPORT AND ENVIRONMENT COMMITTEE

Literacy Courses - Municipal Employees

14. REPORT OF SUB-COMMITTEE TO REVIEW VISIBLE MINORITY SURVEY

15. COMMISSIONER OF HUMAN RESOURCES

- (a) Reclassifications and New Positions - Department of Culture and Recreation
- (b) Salary Reclassifications - Public Works Department, Parks Division
- (c) Red Cross Swimming Instructor Reclassification

12:00  
noon

16. LUNCH

12:45  
p.m.

17. BUDGET PROCEDURES FOR FINANCING  
OVEREXPENDITURE/UNBUDGETED ITEMS

- (a) Clarification and revision of Section 25 of the Procedural By-law
- (b) Report of Treasurer Re: Procedure for Processing an Overbudget Account for Both the Current and Capital Budgets

1:30  
p.m.

18. TREASURER

- (a) Optional Service - Hamilton Municipal Retirement Fund
- (b) User Fee Study
- (c) Reserves
- (d) Capital Projects in Process as of 1990 June 30
- (e) Summary of Revenues and Expenditures for the Six Months Ended June 30, 1990 Compared with Budget

2:30  
p.m.

19. IN-CAMERA AGENDA

20. NEW BUSINESS

21. ADJOURNMENT





FINANCE AND ADMINISTRATION COMMITTEE  
JULY 26, 1990

C O N S E N T   A G E N D A

A.    ADOPTION OF THE MINUTES OF THE MEETINGS OF THE FINANCE AND  
ADMINISTRATION COMMITTEE

- i)     Special Meeting.....1990 Monday, June 18
- ii)    Regular Meeting.....1990 Thursday, June 21

B.    MANAGER OF PURCHASING

- i)     Purchase of two (2) Trucks with 16 Cu. Yd. Vacuum Catchbasin  
Cleaners, Fleet Services
- ii)    Purchase of One (1) Propane Ice Resurfacer, Fleet Services
- iii)   Concrete Repairs, City Garage
- iv)    Replacement of Eight (8) Crew Cab Stake Dump Trucks, Nos.  
9203/16/20/24/9301/2/36/64, Fleet Services
- v)     Replacement of One (1) 6 Passenger Crew Cab Pickup Truck, No.  
9019, Fleet Services
- vi)    Supply and Delivery of One (1) Unit #9311 and Purchase of Two (2)  
Compact Extended Cab Pickup Trucks, Fleet Services
- vii)   Replacement of One (1) Rescue Unit, #1640, Hamilton Fire  
Department

C.    CITY CLERK

- i)     Hamilton Black Ribbon Committee - Use of City Hall Facilities
- ii)    62 Royal Hamilton Light Infantry Cadet Corps - Use of City Hall  
Facilities
- iii)   TV Ontario Flag - Request to Fly Flag
- iv)    Civic Award - Melissa Hemlow - Ontario Provincial Roller Skating  
Championship
- v)     Hamilton Civic Hospital Foundation - Static Display re: Mend a  
Broken Heart Community Campaign
- vi)    Consent for Incorporation - Hamilton & District Junior Chamber of  
Commerce/Hamilton Jaycees



D. COMMISSIONER OF HUMAN RESOURCES

- i) Performance Appraisal Reviews
- ii) Appointments to and Terminations from Permanent Positions with the Corporation to 1990 July 17
- iii) Leave of Absence - Mr. Jose de Torres, Department of Public Works
- iv) Leave of Absence - Mr. Sam Leuzzi, Department of Public Works

E. TREASURER

- i) Status of General Contingency Balance as of 1990 July 13 (Current Budget Only)
- ii) Status of Unclassified Revenue and Expenditures as of 1990 June 30
- iii) Status of Hosting, Receptions and Related Accounts
- iv) Financing of Proposed Construction of Independent Concrete Sidewalks on Upper Paradise Road Between Stone Church Road and Lunner Avenue (Report to Follow)
- v) Trust Funds

F. DIRECTOR OF PROPERTY

Hamilton Eaton Centre Legal Fees

G. HAMILTON PUBLIC LIBRARY

Archives - Terms of Reference

RECOMMENDATION: BE RECEIVED FOR INFORMATION



FINANCE AND ADMINISTRATION COMMITTEE  
JULY 26, 1990

C O N S E N T   A G E N D A

A. ADOPTION OF THE MINUTES OF THE MEETINGS OF THE FINANCE AND  
ADMINISTRATION COMMITTEE

- i) Special Meeting.....1990 Monday, June 18
- ii) Regular Meeting.....1990 Thursday, June 21

B. MANAGER OF PURCHASING

- i) Purchase of two (2) Trucks with 16 Cu. Yd. Vacuum Catchbasin  
Cleaners, Fleet Services
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- iii) Concrete Repairs, City Garage
- iv) Replacement of Eight (8) Crew Cab Stake Dump Trucks, Nos.  
9203/16/20/24/9301/2/36/64, Fleet Services
- v) Replacement of One (1) 6 Passenger Crew Cab Pickup Truck, No.  
9019, Fleet Services
- vi) Supply and Delivery of One (1) Unit #9311 and Purchase of Two (2)  
Compact Extended Cab Pickup Trucks, Fleet Services
- vii) Replacement of One (1) Rescue Unit, #1640, Hamilton Fire  
Department

C. CITY CLERK

- i) Hamilton Black Ribbon Committee - Use of City Hall Facilities
- ii) 62 Royal Hamilton Light Infantry Cadet Corps - Use of City Hall  
Facilities
- iii) TV Ontario Flag - Request to Fly Flag
- iv) Civic Award - Melissa Hemlow - Ontario Provincial Roller Skating  
Championship
- v) Hamilton Civic Hospital Foundation - Static Display re: Mend a  
Broken Heart Community Campaign
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D. COMMISSIONER OF HUMAN RESOURCES

- i) Performance Appraisal Reviews
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E. TREASURER

- i) Status of General Contingency Balance as of 1990 July 13 (Current Budget Only)
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F. DIRECTOR OF PROPERTY

Hamilton Eaton Centre Legal Fees

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Archives - Terms of Reference

RECOMMENDATION: BE RECEIVED FOR INFORMATION



SPECIAL MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE

A i)

Monday, 1990 June 18  
8:30 o'clock a.m.  
Room 233, City Hall

The Finance and Administration Committee met:

There were present:

Alderman B. Hinkley, Chairman  
Alderman D. Ross, Vice-Chairman  
Alderman T. Cooke  
Alderman G. Copps  
Alderman D. Agostino  
Alderman T. Jackson

Also present:

Mr. L. Sage, Chief Administrative Officer  
Mr. R. Sugden, Director of Culture & Recreation  
Mr. R. Hammel, Manager of Accounting  
Mr. K. Beattie, Grants Co-ordinator  
Mr. J. Thompson, Secretary

This special meeting was called in order to consider the request for an interest free loan to the Lincoln Alexander Community Centre.

A special meeting of the Finance and Administration Committee was called on Friday, 1990 June 15 at 2:00 o'clock p.m. However, as there was no quorum present thirty minutes after the time appointed for the meeting, the meeting stood adjourned to reconvene on Monday morning, 1990 June 18 at 8:30 o'clock a.m.

After waiting over twenty minutes for the arrival of Reverend J. Henderson Nurre, at whose request the special meeting was called, the Committee decided to proceed with the meeting in his absence.

The Committee had before it a report of the Treasurer dated 1990 June 14 recommending that the request for an interest free loan for a period of fifteen years in the amount of \$250 000 to the Lincoln Alexander Community Centre be denied.

Mr. Sage addressed the Committee and explained the reasons for recommending that the request be denied. He advised that the following three policy questions were addressed in formulating the recommendation of the Treasurer:

1. The City does not support religious organizations.
2. The Current Budget is already overspent.
3. There is no evidence of a recreation program present in the Lincoln Alexander facility.

It was MOVED by Alderman Ross, SECONDED by Alderman Agostino, and CARRIED, that no action be taken on the request for an interest free loan.

The meeting then adjourned.

Taken as read and approved,

John Thompson, Secretary  
Finance & Administration Committee

ALDERMAN B. HINKLEY, CHAIRMAN  
FINANCE & ADMINISTRATION COMMITTEE

1990 July 20  
Typed by: B. Carter





A ii)

Thursday, 1990 June 21  
9:30 o'clock a.m.  
Room 233, City Hall

The Finance and Administration Committee met:

There were present: Alderman B. Hinkley, Chairman  
Alderman D. Ross, Vice-Chairman  
Alderman T. Cooke  
Alderman G. Copps  
Alderman T. Jackson  
Alderman J. Gallagher

Absent with regrets: Mayor R. M. Morrow - City Business  
Alderman V. J. Agro - City Business  
Alderman D. Agostino - Another Commitment

Also present: Alderman M. Kiss  
Mr. L. Sage, Chief Administrative Officer  
Mr. E. C. Matthews, Treasurer  
Mr. R. Hammel, Manager of Accounting  
Mr. T. Bradley, Manager of Purchasing  
Ms. P. Noé Johnson, City Solicitor  
Mr. J. J. Schatz, Deputy City Clerk  
Mr. J. Thompson, Secretary

#### CONSENT AGENDA

The Committee was in receipt of their Consent Agenda and it was agreed that the following items be removed from the Consent Agenda and placed on the Regular Agenda for discussion:

1. Appointments to and Terminations From Permanent Positions with the Corporation to 1990 June 13.
2. City Doctor - Increase in Stipend.

The Committee then approved the balance of their Consent Agenda as follows:

#### A. MINUTES

The minutes of the special meetings of the Finance and Administration Committee held Tuesday, 1990 May 8 and May 15, and the regular meeting held Thursday, 1990 May 24 were received and adopted as circulated to the members of the Committee.

#### B. MANAGER OF PURCHASING

##### (1) SUPPLY AND DELIVERY OF FATIGUE UNIFORMS, HAMILTON FIRE DEPARTMENT

As outlined in a report of the Manager of Purchasing, dated 1990 June 1, the Committee agreed to submit the following recommendation to City Council for approval:

That a purchase order be issued to J. P. Hammill, Guelph, in the amount of \$67 746 plus 8% Provincial sales tax, for the supply and delivery of Fatigue Uniforms for the Hamilton Fire Department in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

As there is only one Council at the end of June, and delivery is four to six weeks, the above has been processed through the emergency procedures of the City of Hamilton Purchasing Policy, that states "An order can be placed upon the approval of two of the following: The Mayor, an appropriate Committee Chairman, the C.A.O. and that any action taken under this provision to be reported to the next regular meeting of City Council".

NOTE: Lowest of three (3) tenders received. Funds provided in Uniforms, Clothing and Accessories Account No. CH56104 48001.

(ii) REPLACEMENT OF ONE (1) INTEGRAL TRACTOR LOADER, UNIT #9503

As outlined in a report of the Manager of Purchasing, dated 1990 May 25, the Committee agreed to submit the following recommendation to City Council for approval:

That a purchase order be issued to Tenneco Canada Inc., d/b/a Case Power, Grimsby, in the amount of \$77 544 for the replacement of one (1) Integral Tractor Loader, Unit #9503, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of four (4) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account No. CH5X503 00101.

(iii) REPLACEMENT OF ONE (1) 26 500 LB. GVW TRUCK WITH HYDRAULIC TELESCOPING AERIAL DEVICE, UNIT #9005

As outlined in a report of the Manager of Purchasing, dated 1990 June 1, the Committee agreed to submit the following recommendation to City Council for approval:

That a purchase order be issued to King Equipment Manufacturing Corp., Woodstock, in the amount of \$116 388.36 for the replacement of one (1) 26 500 lb. GVW Truck with Hydraulic Telescoping Aerial Device, Unit #9005, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest acceptable of three (3) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account No. CH5X503 00101.

(iv) REPLACEMENT OF ONE (1) 4 WHEEL DRIVE COMPACT TRACTOR, UNIT #9507

As outlined in a report of the Manager of Purchasing, dated 1990 June 7, the Committee agreed to submit the following recommendation to City Council for approval:

That a purchase order be issued to Bryan's Farm & Industrial, Puslinch, in the amount of \$21 168 for the replacement of one (1) 4 Wheel Drive Compact Tractor, Unit #9507, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest acceptable of five (5) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account No. CH5X503 00101.

(v) SUPPLY AND DELIVERY OF BUNKER SUITS, HAMILTON FIRE DEPARTMENT

As outlined in a report of the Manager of Purchasing, dated 1990 May 24, the Committee agreed to submit the following recommendation to City Council for approval:

That a purchase order be issued to Starfield Safetywear Mfg., Toronto, for the supply and delivery of forty (40) Bunker Suits for the Hamilton Fire Department, in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal, as follows:

Protective Coat	-	\$464 each
Protective Trouser	-	\$311 each

Federal and Provincial sales taxes extra

NOTE: Lowest acceptable of three (3) proposals received. Funds provided in Protective Clothing Account No. CH56126 48001.

(vi) SUPPLY AND DELIVERY OF OFFICE FURNITURE, TRAFFIC DEPARTMENT

As outlined in a report of the Manager of Purchasing, dated 1990 June 13, the Committee agreed to submit the following recommendation to City Council for approval:

That a purchase order be issued to CTI Business Interiors, Mississauga, in the amount of \$41 956.31 for the supply and delivery of Office Furniture for the Traffic Department, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of three (3) tenders received. Funds provided in Traffic Department Renovations Account No. CF5573 318841201.

C. TREASURER(i) FINAL RELEASE OF HOLDBACK - PIGOTT CONSTRUCTION RE: REPAIRS TO PEDESTRIAN BRIDGE OVER MAIN STREET WEST

As outlined in a report of the Treasurer dated 1990 June 1, the Committee approved that the total holdback in the amount of \$7 711.52 be released to Pigott Construction Limited for the completion of the contract, P. O. No. 6772, for Repairs to Pedestrian Bridge over Main Street West, pending receipt by the Treasury of the Standard Release Forms from the contractor and City Solicitor's Department.

(ii) CLARIFICATION OF PROPERTY DIVISION ACCOUNT INCLUDED IN LIST OF 1989 OVERDRAFTS

The Committee received a report from the Treasurer dated 1990 May 30 clarifying an account in the Property Division relating to Bennetto Centre. It was noted that this account totalling \$3 324.77 should not have been included in the original list as charges of \$3 319.52 (representing cleaning supplies) were made to this account in error; the charges should have been made to another account, within the same cost centre, having an estimate of \$3 200 and described as "Cleaning Supplies".



(iii) FINANCING CITY'S SHARE OF SERVICES TO BE INSTALLED IN: (a) BEAVERTON ESTATES; (b) SANDRINA GARDENS PHASE I; (c) EFFORT GARDENS

As outlined in a report of the Treasurer, dated 1990 June 15, the Committee agreed to submit the following recommendation to City Council for approval:

That the City's share of services to be installed in the (i) Beaverton Estate in the amount of \$174 940.50; (ii) Sandrina Gardens Phase I in the amount of \$160 296; and (iii) Effort Gardens in the amount of \$230 478.83, for a total of \$565 715.33, as referred to in Section 9 of the NINTH Report of the Transport and Environment Committee, be financed from the Reserve for City's Share of Services through Unsubdivided Lands.

(iv) FINANCING CITY'S SHARE OF SERVICES TO BE INSTALLED IN BAR-BROCK ESTATES - TEMPORARY PAVEMENT ON DULGAREN STREET

As outlined in a report of the Treasurer, dated 1990 June 15, the Committee agreed to submit the following recommendation to City Council for approval:

That the City's share of services to be installed in Bar-Rock Estates -temporary payment on Dulgaren Street from Eleanor Avenue to Presidio Drive, in the gross amount of \$9 000, as referred to in Section 8 of the NINTH Report of the Transport and Environment Committee, be financed from the Reserve for City's Share of Services through Unsubdivided Lands.

(v) HAMILTON SENIOR CITIZEN'S CENTRE STUDY - ADJUSTMENT OF GROSS COST

As outlined in a report of the Treasurer, dated 1990 June 14, the Committee agreed to submit the following recommendation to City Council for approval:

That the gross cost of \$30 000 for the Feasibility/Needs Study for senior citizens, as approved by City Council 1989 January 31, be increased to \$49 900 to correspond with the contract issued to the Institute of Environmental Research, and that the original City's cost of \$30 000 be reduced to \$12 475 as a result of the Ministry of Tourism and Recreation's 75% grant.

(vi) CAPITAL PROJECTS - ADJUSTMENTS TO GROSS COST

As outlined in a report of the Treasurer, dated 1990 June 14, the Committee agreed to submit the following recommendation to City Council for approval:

That the gross cost of the "Sander/Wing Plow Project" (Centre 608951001) be reduced by \$9 000, from \$85 000 to \$76 000, and that the gross cost of the "New Equipment - Vacalls, Steam Jenny, Elephant Vacs" (Centre 609051014) project be increased by \$9 000, from \$213 000 to \$222 000, in order to accommodate an additional requirement for the Vacalls portion of the project.

D. CITY CLERK

(i) ADULT BASIC EDUCATION ASSOCIATION - USE OF CITY HALL FACILITIES

As outlined in a report of the City Clerk, dated 1990 June 13, the Committee agreed to submit the following recommendations to City Council for approval:

- (a) That permission be granted to the Adult Basic Education Association of Hamilton-Wentworth to use the City Hall forecourt on Wednesday, 1990 July 4 at 12:00 noon for a ceremony to commemorate International Literacy Year and the "Book Voyage", including the use of various equipment.

- (b) That the International Literacy Year Flag be flown at City Hall from 12:00 noon 1990 July 4 until July 31.

(11) CORRECTION OF SCHOOL SUPPORT - 20 HEMPSTEAD DRIVE

As outlined in a report of the City Clerk, dated 1990 June 8, the Committee agreed to submit the following recommendation to City Council for approval:

That, as provided for in Section 123 (1) of the Education Act dealing with the correction of a clerical error in respect of School support, the taxes for the Municipal property known as 20 Hempstead Drive, in the City of Hamilton, be directed to the Separate School Board.

(111) CORRECTION OF SCHOOL SUPPORT - 672 BARTON STREET EAST

As outlined in a report of the City Clerk, dated 1990 June 8, the Committee agreed to submit the following recommendation to City Council for approval:

That, as provided for in Section 123 (1) of the Education Act dealing with the correction of a clerical error in respect of School support, the taxes for the Municipal property known as 672 Barton Street East, 1st, in the City of Hamilton, be directed to the Separate School Board.

(iv) CIVIC AWARD - THERESA WOLF - CANADIAN GYMNASTICS FEDERATION

As outlined in a report of the City Clerk, dated 1990 June 14, the Committee agreed to submit the following recommendation to City Council for approval:

That a civic silver ring be awarded to Miss Theresa Wolf in recognition of winning the Women's Novice Canadian Gymnastics Federation 1990 national title held in Halifax, Nova Scotia 1990 May 17-20.

E. COMMISSIONER OF HUMAN RESOURCES

(1) LEAVE OF ABSENCE - JOHN RICHES, DEPARTMENT OF PUBLIC WORKS

As outlined in a report of the Commissioner of Human Resources, dated 1990 June 13, the Committee approved that a leave of absence be granted to Mr. John Riches, an employee of the Public Works Department, for the period commencing 1990 June 18 to 1990 August 27.

(11) LEAVE OF ABSENCE - PATRICIA ADAMS, INFORMATION SYSTEMS DEPARTMENT

As outlined in a report of the Commissioner of Human Resources, dated 1990 June 14, the Committee approved that a leave of absence be granted to Patricia Adams, an employee of the Information Systems Department, for the period commencing 1990 June 11 to 1990 September 28.

(111) CARPENTERS EMPLOYER BARGAINING AGENCY AND THE ONTARIO PROVINCIAL COUNCIL, UNITED BROTHERHOOD OF CARPENTERS AND JOINERS OF AMERICA (LOCAL 18, HAMILTON)

As outlined in a report of the Commissioner of Human Resources, dated 1990 June 14, the Committee agreed to submit the following recommendation to City Council for approval:

That the contract settlement of The Carpenters Employer Bargaining Agency and The Ontario Provincial Council, United Brotherhood of Carpenters and Joiners of America (Local 18, Hamilton), attached hereto as Appendix "B", be received pursuant to the Fair Wage Policy of the City of Hamilton.



(iv) STUDENT RATES - CULTURE AND RECREATION

As outlined in a report of the Commissioner of Human Resource, dated 1990 June 13, the Committee agreed to submit the following recommendation to City Council for approval:

That the hourly rate of pay for the positions of Snack Bar Clerk and Outside Activity Assistant be set, effective 1990 July 1, at:

Step 1 - \$6.00 per hour

Step 2 - \$6.15 per hour

Step 3 - \$6.30 per hour

NOTE: In order to remain competitive in the marketplace and to reduce staff turnover in these positions, it is necessary to increase these rates from the current level of \$5.263 per hour. The Department of Culture and Recreation advises that this increase in cost (less than \$1 000) can be accommodated within its budget.

F. KEEP HAMILTON CLEAN COMMITTEE - TERMS OF REFERENCE

As outlined in a report from the Secretary of the Keep Hamilton Clean Committee, dated 1990 June 14, the Committee approved that the Terms of Reference for the Keep Hamilton Clean Committee be changed by the addition of one member to adjust the Committee membership from nine to ten citizen members.

G. THE ONTARIO MOTORMAY NETWORK - A TRANSPORTATION PLAN FOR THE 21ST CENTURY

As outlined in a report of the Secretary of the Finance and Administration Committee, dated 1990 June 14, the Committee approved that the correspondence received from the Greater Peterborough Economic Council, dated 1990 May 22, dealing with a study recommending the construction of a new multi-lane, controlled-access highway network linking most areas of the Province, be referred to the Transport and Environment Committee for consideration and recommendation.

REGULAR AGENDA1. STATUS OF WOMEN SUB-COMMITTEE(a) RESIGNATION AND RECOMMENDATION FOR NEW APPOINTMENT

The following is the action taken by the Finance and Administration Committee on the recommendations of the Hamilton Status of Women Sub-Committee as outlined in their report of 1990 June 14:

- (a) That the Finance and Administration Committee accept the attached letter of resignation, dated 1990 June 7, from Ms. Catherine Sindall from the Hamilton Status of Women Sub-Committee. CARRIED.
- (b) That the Finance and Administration Committee review the applications previously submitted by interested citizens for appointment to the Hamilton Status of Women Sub-Committee to appoint one citizen member to fill the vacancy created by this resignation. TABLED.
- (c) That failing recommendation (b), the City undertake the necessary steps to have this position advertised. CARRIED.

(b) RECOMMENDATIONS TO BE FORWARDED TO NEEDS STUDY FOR RECREATION CENTRES AND FEASIBILITY STUDY FOR SENIOR CENTRES COMMITTEES

As outlined in a report from the Hamilton Status of Women Sub-Committee, dated 1990 June 18, the Committee approved that a report which was prepared by the Community Outreach Sub-Committee of the Hamilton Status of Women Sub-Committee, be forwarded to the Parks and Recreation Committee with a request that it be referred to the Needs Study for Recreation Centres Committee and the Feasibility Study for Seniors Centres Committee for consideration in developing their respective studies.

2. TAXI ADVISORY COMMITTEE - RESIGNATION AND REPLACEMENT

As outlined in a report from the Taxi Advisory Committee, dated 1990 June 14, the Committee approved that the necessary steps be taken to replace Mr. Joe Sheeler, the Cab Driver/Lessee representative on the Taxi Advisory Committee, by advertising the vacant position.

3. CITY CLERK

(a) AMO CONFERENCE - AUGUST 19-22

As outlined in a report of the City Clerk, dated 1990 June 13, the Committee agreed to submit the following recommendation to City Council for approval:

That a maximum of seven (7) Members of City Council be authorized to attend the 1990 Annual Conference of the Association of Municipalities of Ontario to be held in the City of Toronto 1990 August 19 - 22.

(b) HAMILTON PUBLIC LIBRARY BOARD APPLICATIONS TO FILL VACANCY

The Secretary advised that three applications have been received to fill the vacancy on the Public Library Board.

The Secretary was authorized and directed to make the necessary arrangements to schedule interviews for the July 26th meeting.

4. CORRESPONDENCE FOR DISCUSSION RE: OVEREXPENDITURE/UNBUDGETED ITEMS

The Committee was in receipt of the following:

- (a) A memorandum from the Management Team, dated 1990 June 6, strongly recommending that expenditures be tightly controlled for the balance of this year, and that no new program be considered unless absolutely necessary, and then only with a trade-off of an existing program.
- (b) A memorandum from Mr. E. C. Matthews, Treasurer, dated 1990 June 5, regarding financing procedure for an overbudget current expenditure in which he strongly recommends that all future resolutions from Standing Committees on an overbudget matter indicate that the Finance and Administration Committee recommend the method of financing, which in actual practice will originate from the Treasurer.

- (c) A memorandum from Ms. P. Noé Johnson, City Solicitor, dated 1990 June 5, dealing with an interpretation of Section 25 of the Procedural By-law advising that amounts designated in the approved City budget can be expended and charged accordingly with no further referral to the Finance and Administration Committee and Council. However, amounts not so designated must be referred to the Finance and Administration Committee for recommended source of funding prior to final Council action. She went on to explain that recommendations to Council from Standing Committees as a matter of process, must be simultaneously referred to the Finance and Administration Committee to identify a source of funding for Council approval. Those unfunded recommendations must be "subject to funding" when considered or approved by Council.

Considerable discussion ensued on the duties and responsibilities of the Finance and Administration Committee to regulate and establish a policy on all procedures connected with current budget expenditures and revenues.

Alderman Gallagher commented that the issue regarding the source and method of financing an item not specifically provided for in the 1990 Current Budget Estimates must be decided and directed by City Council. He submitted that recommendations of the Finance and Administration Committee on the method of financing should not be included in the report of another Standing Committee. He submitted that the report of the Finance and Administration Committee should be the last report to be considered by City Council in the Council Agenda.

Alderman Hinkley emphasized the need to establish a procedure for processing an overexpenditure/unbudgeted item in order to maintain an effective and efficient budget control process.

Following considerable discussion, it was duly MOVED, SECONDED and CARRIED that the reports from the Management Team, Mr. E. C. Matthews, Treasurer, and Ms. P. Noé Johnson, City Solicitor, be received, and that the Finance and Administration Committee, at its next regular meeting scheduled to be held 1990 July 28, develop and approve a strategy and procedure for processing an overexpenditure/unbudgeted item for both the Current and Capital Budgets. Furthermore, that staff prepare a comprehensive report on the administrative policies and procedures for unbudgeted items including a review of the Procedural By-law for a special meeting of City Council as the Committee of the Whole prior to the next regular meeting of City Council on Tuesday, 1990 July 31 at 5:00 o'clock p.m. with dinner being provided to the Members of Council.

##### 5. TREASURER

###### (a) FUNDING - WESLEY URBAN MINISTRIES - BASE TRANSFER

As outlined in a report of the Treasurer, dated 1990 June 6, the Committee agreed to submit the following recommendation to City Council for approval:

That the \$46 000 required as a base transfer to the Culture and Recreation Department's budget to provide funding for Wesley Urban Ministries - Victoria Park Community Centre, as approved by City Council 1990 May 29, be funded by a transfer of appropriation from the Contingency Account No. CH50010 24120 to an appropriate account within the Recreation budget.

NOTE: City Council at its meeting of 1990 May 29 adopted Section 19 of the Eleventh Report of the Parks and Recreation Committee which directed the Treasurer to find the funds for the above purpose.



(b) FINANCING OF BOCCI BALL COURTS

As outlined in a report of the Treasurer, dated 1990 June 15, the Committee agreed to submit the following recommendation to City Council for approval:

That the estimated \$45 000 required to provide two bocci courts and fencing at each of the locations at William McCulloch Park, Sam Manson Park and Rosedale Arena, as referred to in Section 16 of the TWELFTH Report of the Parks and Recreation Committee, be funded from the "Reserve for Parkland (5% Fund)".

(c) FINANCING OF REPAIRS TO INCH PARK TENNIS COURTS

As outlined in a report of the Treasurer, dated 1990 June 15, the Committee agreed to submit the following recommendation to City Council for approval:

That the estimated \$18 000 cost to repair the Inch Park Tennis Court as referred to in Section 21 of the TWELFTH Report of the Parks and Recreation Committee, be financed from the "Reserve for Major Repairs and Improvements to City-Owned Property", Centre No. 00109.

(d) CALCULATION OF DISCOUNT ON THE PREPAYMENT OF REALTY TAXES

The report of the Treasurer, dated 1990 June 5, explaining how the discount is calculated on the payment of realty taxes, was tabled at the request of Alderman Cooke.

7. DELEGATIONS(a) CITIZEN APPOINTMENT TO MUNICIPAL NON-PROFIT (HAMILTON) HOUSING CORPORATION

The Committee interviewed the applicants for the appointment of one citizen member to the Municipal Non-Profit (Hamilton) Housing Corporation and agreed to recommend to City Council the following candidate: Ms. Susan Andrews, 112-200 Forest Avenue, Hamilton, Ontario.

(b) HAMILTON FOLK ARTS HERITAGE COUNCIL - CONSIDERATION OF 1990 LATE GRANT REQUEST

Representatives of the Hamilton Folk Arts Heritage Council appeared before the Committee requesting \$30 000 to offset the cost of operating "It's Your Festival" June 30 to July 2, 1990 at Gage Park.

In a report of the Grants Co-ordinator, dated 1990 June 15, it was noted that to date the Grants budget is in a position of a \$40 000 approved overdraft and that there are no other sources of funds to finance any additional grants.

Following consideration, the Committee concluded that it would be unable to provide any funding to the Hamilton Folk Arts Heritage Council this year as the Grants budget is already in serious overdraft.

In denying the grant request, the Committee agreed that serious consideration will be given to provide financial assistance in 1991. In this regard the Committee authorized the Secretary to forward a letter to the Director of Culture and Recreation requesting that his staff meet with the organizers of both "Earthsong" and "It's Your Festival" to discuss their grant requests for consideration of inclusion in the 1991 Current Operating Budget and to co-ordinate programming for next year's festivals.

9. LICENSING DIVISION(a) SALE OF TOBACCO TO MINORS

The Committee had before it a report from the Manager of the Licence Division, dated 1990 June 14, recommending that the Licence Division and the City Solicitor's Department be directed to examine the feasibility of re-enacting a Tobacco Licensing By-law or Regulatory By-law for the purpose of controlling the sale of tobacco products to minors.

In discussion, several members of the Committee commented that they have not received any complaints regarding this matter. Mr. Dembe, Manager, Licence Division, also advised the Committee that he has not received any complaints in recent years.

It was generally agreed that enforcement of such a by-law would place a considerable strain on the staff resources of the Licence Division.

Following consideration, it was MOVED BY Alderman Ross, SECONDED BY Alderman Cooke, and CARRIED, that the report of the Manager of the Licence Division, dated 1990 June 14, be received with no further action.

(b) LICENSING OF TOW TRUCKS

As outlined in a report of the Manager, Licence Division, dated 1990 June 13, the Committee approved the following recommendations:

- (1) That the Licence Division with the assistance of the City Solicitor's Department be directed to examine the feasibility of licensing and regulating the Tow Truck Industry,
- (2) That staff be given authority to meet with representatives of the industry to discuss all aspects of the problems,
- (3) That a report along with a draft by-law be submitted to the August/September meeting of the Committee.

(c) FLOWER VENDORS

The Committee received a memorandum from the Manager, Licence Division, dated 1990 July 13, to which was attached a report from the Licence Inspectors covering inspections related to flower sales on the Easter Weekend 1990 April 13-15.

In receiving the report, the Committee directed that the Licence Division review the Transient Trader licence fee of \$500 for three months to determine whether or not it is an adequate amount. The Committee also requested an examination be undertaken on the process and criteria for issuing Transient Trader Licences.

10. BUILDING COMMISSIONER(a) ONTARIO PLUMBING INSPECTORS' ASSOCIATION ANNUAL MEETING AND TECHNICAL CONFERENCE

As outlined in a report from the Building Commissioner, dated 1990 June 13, the Committee agreed to submit the following recommendations to City Council for approval:

- (a) That a grant in the amount of \$2 000 be made to The Ontario Plumbing Inspectors' Association to be used to assist in staging and hosting their annual meeting and technical conference to be held in Hamilton 1990 September 16 - 20.
- (b) That this expenditure be funded from Hosting of Conferences with Municipal Subject Content, Account No. CH55307 80040.



(b) DEVELOPMENT CHARGES BY-LAW

As outlined in a report of the Building Commissioner, dated 1990 June, 14, the Committee agreed to submit the following recommendation to City Council for approval:

That based on the complaint filed by Mr. & Mrs. D. Menechella for Lot #39, Kingsberry Gardens, Phase 4, the development charges be amended to the charges in effect prior to 1990 March 27 under 8(5)(b) of the Development Charges Act.

NOTE: City Council at its meeting held 1990 March 27 approved Development Charges By-law #90-74 pursuant to the Development Charges Act, 1989. The by-law prescribes development charges for residential and non-residential uses. These charges are collected to pay for services which the City must provide to newly developed areas.

The by-law contains a statement enacting the requirements as of 1990 March 27, however, building permit applications made before 1990 March 27 are exempt from the by-law requirements.

Section 8 of the Development Charges Act allows an owner to file a complaint to council pertaining to charges required by the municipality. Council has authority under 8(5) of the Act as follows:-

- 8(5) After hearing the evidence and submissions of the complainant, the council may,
- (a) confirm the development charge; or
  - (b) amend the development charge to the extent that, in the opinion of the council, a review of any or all of the matters in subsection (1) justifies such an amendment.

11. DIRECTOR OF INFORMATION SYSTEMS - PROPERTY/TAXATION PROJECT  
FEASIBILITY OF MONTHLY BILLINGS FROM EXISTING SYSTEM

The Committee had before it a report of Mr. J. G. Hindson, Director of Information Systems, dated 1990 June 14, containing the following recommendations:

- (1) That a Property/Taxation Sub-Committee be established to provide guidance, direction and input to the Property/Taxation Project.
- (2) That the Sub-Committee be made up of the representatives from the Finance and Administration Committee, Information Systems Committee, and the Planning and Development Committee.
- (3) That the City Treasurer, the Director of Information Systems and the Director of Local Planning form the staff Steering Committee group for the Project reportable to the Property/Taxation Sub-Committee.

In reviewing the report the Committee concurred that the Project should include an examination on the possibility and feasibility of sending out separate tax bills in 1991 for the Board of Education as recently approved by City Council.

After consideration the Committee concluded that an independent staff Steering Committee would be sufficient to provide overall direction and guidance to the Project and approved that the Treasurer, the Director of Information Systems and the Director of Local Planning form the staff Steering Committee, and that Alderman D. Agostino be appointed to the Committee to represent the Finance and Administration Committee.

12. LETTER FROM MR. J. W. UPSDELL, 108 EAST 22ND STREET RE: CITY'S TAX  
INSTALMENT SCHEDULE

The Committee was in receipt of a letter from Alderman H. Merling, dated 1990 June 8, to which was attached a copy of a letter from one of his constituents, Mr. J. Upsdell of 108 East 22nd Street regarding the City's tax instalment schedule.

The Committee directed that Mr. Upsdell's letter be referred to the staff Steering Committee on the Property/Taxation Project.

13. 1991 CANADIAN MUSEUM ASSOCIATION ANNUAL CONFERENCE

As outlined in a report of Mr. R. Sugden, Director, Culture and Recreation Department, dated 1990 June 14, the Committee agreed to submit the following recommendations to City Council for approval:

- (a) That approval be given to the action taken by the Finance and Administration Committee in approving an expenditure, estimated at \$1 150, to send the Manager of Cultural Services to promote the City of Hamilton at the 1990 Canadian Museum Association Conference in Edmonton 1990 June 20-24.
- (b) That this expenditure be funded from Hosting of Conferences with Municipal Subject Content, Account No. CH55307 80040.
- (c) That an amount of \$20 000 be committed in the 1991 budget of the Department of Culture and Recreation, for the City of Hamilton to co-host the 1991 Canadian Museum Association Conference to be held in Hamilton.

14. LETTER FROM MR. D. LUZZI - HAMILTON CHAMBER OF COMMERCE

The Committee was in receipt of a memorandum from Alderman D. Ross, dated 1990 April 24, to which was attached a copy of a letter from Mr. D. Luzzi, President of the Hamilton & District Chamber of Commerce.

Mr. Luzzi's letter was dated 1990 April 11, addressed to the Honourable Jim Bradley, Minister of the Environment, advising that the Hamilton & District Chamber of Commerce is pleased to see the very strong commitment to public transit systems as outlined in the Premier's announcement of \$5 billion for Toronto area system improvements on 1990 April 5.

It was noted that in the announcement, mention was made of a proposed move of the Hamilton service to the downtown TH & B station.

The letter goes on to say that information indicates that the major step which is needed to facilitate this project is the release of the Environmental reports on the GO Transit proposals. The Hamilton & District Chamber of Commerce is urging the Minister of the Environment to direct his officials to "fast track" the environmental study and more aggressively pursue its release and approval.

The Committee authorized and directed the Secretary to forward a letter to His Worship Mayor Morrow requesting that he forward a letter to the Transport and Environment Committee recommending that City Council make a recommendation supporting this particular project and requesting that all necessary authorities become involved.

15. COMPREHENSIVE AUDIT SUB-COMMITTEE(a) APPOINTMENT FOR STEERING COMMITTEE - PROPERTY DEPARTMENT AUDIT

As outlined in a report from the Acting Secretary of the Comprehensive Audit Sub-Committee, dated 1990 June 14, the Committee agreed to recommend to City Council that Alderman F. Lombardo and two (2) other Aldermen be appointed to a Comprehensive Audit Steering Committee for the Property Department and that the Comprehensive Audit be proceeded with as soon as possible.

(b) TERMS OF REFERENCE FOR A COMPREHENSIVE AUDIT - LICENCING DIVISION, CITY CLERK'S DEPARTMENT

As outlined in a report of the Acting Secretary of the Comprehensive Audit Sub-Committee, dated 1990 June 14, the Committee agreed to submit the following recommendations to City Council:

- (a) That the Terms of Reference for the Comprehensive Audit for the Licencing Division of the City Clerk's Department, attached hereto as Appendix "D", be approved.
- (b) That the Manager of Purchasing be requested to prepare Proposal Call Documents for distribution to interested parties.

(c) CONSULTANT TO CONDUCT A COMPREHENSIVE AUDIT, HAMILTON ENTERTAINMENT AND CONVENTION FACILITIES INC.

As outlined in a report of the Acting Secretary of the Comprehensive Audit Sub-Committee, dated 1990 June 14, the Committee agreed to submit the following recommendation to City Council for approval:

That a purchase order be issued to The Coopers & Lybrand Consulting Group, Kitchener, in the amount of \$73 800 to conduct a comprehensive audit of the Hamilton Entertainment and Convention Facilities Inc., in accordance with the Request for Proposal issued by the Manager of Purchasing and Vendor's submission.

NOTE: Lowest acceptable of three (3) proposals received. Funds provided in Comprehensive Audit HECFI Account No. CH56395 24101.

16. ENVIRONMENTAL CONCERNS RECYCLING INITIATIVES

On the recommendation of Alderman Hinkley, the Committee agreed to submit the following recommendations to City Council for approval:

- (a) That the City and Regional Administrative Committees be requested to strike a joint staff committee composed of employee representatives of the various strata of the organizations, including representation from the Purchasing Department to develop new policies and programs for the expanded use of products and services that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the product or service.
- (b) That the joint staff committee report back to the Finance and Administration Committee with their recommendations.



17. CORRESPONDENCE REFERRED FROM THE MAYOR'S OFFICE(a) OPTIMIST CLUBS AGAINST DRUGS

The Committee was in receipt of a copy of a letter from Cathie Speakman, Secretary, Optimist Clubs Against Drugs, addressed to Mayor R. M. Morrow, dated 1990 April 25, requesting a grant from the City of Hamilton in the amount of \$850 to offset the costs associated with their "Just Say No" poster contest.

Due to extreme budget restraints and the lack of sufficient funding, the Finance and Administration Committee agreed that it would be unable to consider their application and directed that the grant request be received with no further action.

(b) INFORMATION NETWORK OF THE INDIGENOUS PEOPLES OF THE AMERICAS (INIPA)

The Committee had before it a copy of a letter dated 1990 June 4 addressed to Mayor R. M. Morrow requesting financial assistance from the City of Hamilton toward the cost of transportation for members of the INIPA organization to attend the "First Continental Meeting of Indigenous Peoples" to be held in Quito, Ecuador, from 1990 July 17 - 21.

Consistent with the City's grant policy and guidelines that grant applications received from organizations requesting funds to defray costs associated with representing the City of Hamilton at national or international events outside the City of Hamilton are not eligible to apply for grants, the Committee directed that the grant request be received with no further action.

18. RESOLUTIONS(a) CITY OF CAMBRIDGE RE FUNDING CRITERIA FOR RECREATIONAL AND SOCIAL SERVICES PROGRAMS

The Committee agreed to recommend to City Council that the following resolution be endorsed:

The City of Cambridge supports a number of Neighbourhood Associations that provide a variety of recreational programs and services to the residents of the City.

As these recreational programs and services are 'social services' that directly facilitate the development of the community; and as these programs are typically not funded by the Province;

The City of Cambridge requests the Association of Municipalities of Ontario to petition the Province to revise its funding criteria for 'recreational and social services programs'.

AND THAT this resolution be circulated to Regional MPP's and all Ontario municipalities with a population of over 50 000.

(b) McMASTER CO-OPERATIVE HOUSING CORPORATION

The Committee agreed to recommend to City Council that the following resolution be endorsed:

WHEREAS, a shortage of on-campus housing in recent years has put increasing pressure on the Westdale area to handle the large number of students requiring accommodation close to McMaster University,

AND WHEREAS, demand for off-campus housing in the Westdale and West Hamilton areas often results in overcrowding and violation of Municipal by-laws and fire regulations,

AND WHEREAS, the need for affordable housing in West Hamilton, primarily to meet the needs of graduate students (singles, married, and married with dependents) at the University, has been documented in detail and submitted with an application under the FP91 Program filed April 30, 1990 at the Southern Region Housing Programs Office in Hamilton,

AND WHEREAS, construction of a housing complex by the McMaster Co-Operative Housing Corporation will relieve some pressure for affordable housing in the Westdale and West Hamilton areas,

AND WHEREAS, some 12.5% of the units in the complex will be filled from the Hamilton Housing Authority waiting lists.

NOW THEREFORE BE IT RESOLVED, that the Council of the City of Hamilton respectfully request the Honourable Mr. John Sweeney, Minister of Housing and Municipal Affairs, to expedite approval of an allocation of 150 housing units under the affordable housing program FP91, or the HOMES NOW program, as requested by the McMaster Co-Operative Housing Corporation.

20. CITY SOLICITOR - FIREWORKS BY-LAW

As outlined in a report of the City Solicitor, dated 1990 June 11, the Committee approved the following recommendations:

- (1) That the By-law Respecting Fireworks be submitted to City Council for approval.
- (2) That the Law Department be authorized and directed to apply to the Chief Judge of the Provincial Court (Criminal Division) for set fines to enable the City of Hamilton to issue Provincial Offence Notices (tickets) for contravention of the Fireworks By-law.

21. CONSENT AGENDA ITEMS REMOVED FOR FURTHER DISCUSSION

(a) APPOINTMENTS TO AND TERMINATIONS FROM PERMANENT POSITIONS WITH THE CORPORATION TO 1990 JUNE 13

The Committee had before it a report of the Commissioner of Human Resources, dated 1990 June 14, recommending appointments to and terminations from permanent positions with the Corporation to 1990 June 13.

Alderman Gallagher cited that many major corporations today are not hiring to fill vacant positions without carefully reviewing a position to determine whether or not it is actually needed and required, or whether changes should be made in the job description with respect to duties and responsibilities.

Mr. Sage agreed to report back to the Committee on the City's present policy and procedure for filling vacant positions.

As outlined in Mr. Johnston's report of 1990 June 14, the Committee agreed to recommend to City Council that the appointments to and terminations from permanent positions with the Corporation to 1990 June 13, as outlined in an attached report, be approved.

(b) INCREASE IN STIPEND - CITY DOCTOR

As outlined in a report of the Commissioner of Human Resources, dated 1990 June 13, the Committee approved that the fees paid to the City Doctor, J. Douglas Bell, M.D., be increased by 5% effective 1990 January 1.



The Committee agreed to meet in-camera to discuss matters of a private and confidential nature.

The meeting then adjourned.

Taken as read and approved,

John Thompson, Secretary  
Finance & Administration Committee

ALDERMAN B. HINKLEY, CHAIRMAN  
FINANCE & ADMINISTRATION COMMITTEE

1990 July 19  
Typed by: B. Carter

B. i)

FOR ACTION

JUN 19 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

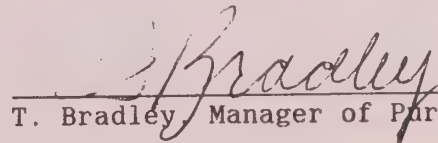
DATE: 1990 June 19  
COMM FILE:  
DEPT FILE: C4-24-90

SUBJECT: PURCHASE OF TWO (2) TRUCKS WITH 16 CU.YD. VACUUM CATCHBASIN CLEANERS,  
FLEET SERVICES

RECOMMENDATION:

That a purchase order be issued to Altruck Transportation Services, Hamilton, in the amount of \$357 935.76 for the purchase of two (2) Trucks with 16 cu.yd. Vacuum Catbasin Cleaners, Fleet Services, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of three (3) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account #CH5X503 00101 (1/2) and Environmental Services New Equipment Account #CF5500 609051014 (1/2).

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Tender Analysis

Altruck Transportation Services, Hamilton	\$357 935.76
Wheels, Brakes & Equipment Ltd., Hamilton	375 753.60
Hamilton Mack, Div. of W & L Truck, Hamilton	391 100.40

Eight suppliers were requested to bid. Four declined and one did not respond.



B. ii)

FOR ACTION

JUN 22 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

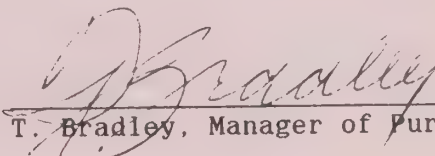
DATE: 1990 June 22  
COMM FILE:  
DEPT FILE: C4-29-90

SUBJECT: PURCHASE OF ONE (1) PROPANE ICE RESURFACER, FLEET SERVICES

RECOMMENDATION:

That a purchase order be issued to Frank J. Zamboni & Co., Brantford, in the amount of \$40 251.60 for the purchase of one (1) Propane Ice Resurfacer in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of two (2) tenders received. Funds provided in Mountain Arena Twinning Equipment Replacement Account #CF5527 709041011.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Tender Analysis

Frank J. Zamboni & Co., Brantford  
Resurfice Corp., Elmira

\$40 251.60  
41 472.00





B. iii)

FOR ACTION

JUL 04 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1990 July 3  
COMM FILE:  
DEPT FILE: C1-24-90

SUBJECT: CONCRETE REPAIRS, CITY GARAGE

RECOMMENDATION:

That a purchase order be issued to Bravo Construction Services Ltd., Stoney Creek, in an amount not to exceed \$15 000, for concrete repairs at the City Garage, in accordance with specifications issued by the Manager of Purchasing and Vendor's quotation.

NOTE: Lowest of three (3) quotations received. Funds provided in Floor Repairs City Garage Account #CH57135 31102.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Quotation Analysis

	<u>Shallow Patch</u>	<u>Deep Patch</u>
Bravo Construction Services Ltd., Stoney Creek	\$17.85	\$14.00
Denron Restoration, Hamilton	58.35	31.20
Isbister Restoration, Dundas	60.00	35.00

Prices per square foot



B. iv)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1990 July 3  
COMM FILE:  
DEPT FILE: C4-22-90R

SUBJECT: REPLACEMENT OF EIGHT (8) CREW CAB STAKE DUMP TRUCKS, NOS.  
9203/16/20/24/9301/2/36/64, FLEET SERVICES


RECOMMENDATION:

- a) That a purchase order be issued to Eastgate Ford, Hamilton, in the amount of \$208 224 for the replacement of Eight (8) Crew Cab Stake Dump Trucks Nos. 9203/16/20/24/9301/2/36/64 for Fleet Services in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.
- b) If this order is placed to Ford Motor Company by July 6, 1990, the City will save over \$1 400 per unit and take delivery by September. Therefore, the above has been processed through the emergency procedures of the City of Hamilton Purchasing Policy, that states "An order can be placed upon the approval of two of the following: the Mayor, an appropriate Committee Chairman, the C.A.O. and that any action taken under this provision to be reported to the next regular meeting of City Council".

NOTE: Lowest of six (6) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account No. CH5X503 00101.

  
T. Bradley, Manager of Purchasing

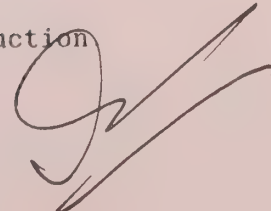
FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

  
FOR CHIEF ADMINISTRATIVE OFFICE

BACKGROUND: Tender Analysis

Eastgate Ford, Hamilton	\$208 224.00
Carter G.M. Trucks, Hamilton	219 913.92
Robert Slessor Pontiac Buick, Grimsby	220 095.36
Parkview Truck Equippers, St. David's	221 800.56
Holland Chevrolet Oldsmobile, Burlington	213 940.80
Nethercott Chevrolet Oldsmobile, Hamilton	246 516.48

The trucks being replaced will be disposed of at a future auction





B. ✓)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

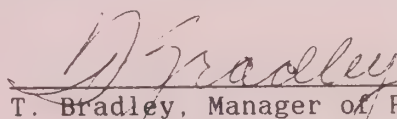
DATE: 1990 July 3  
COMM FILE:  
DEPT. FILE: C4-23-90R

SUBJECT: REPLACEMENT OF ONE (1) 6 PASSENGER CREW CAB PICKUP TRUCK, NO. 9019,  
FLEET SERVICES

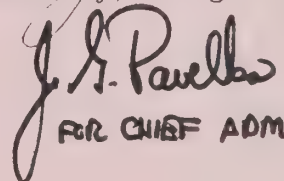
RECOMMENDATION:

- a) That a purchase order be issued to Eastgate Ford, Hamilton, in the amount of \$23 139 for the replacement of One (1) 6 Passenger Crew Cab Pickup Truck No. 9019 for Fleet Services in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.
- b) If this order is placed to Ford Motor Company by July 6, 1990, the City will save \$352 on this unit and take delivery by September. Therefore, the above has been processed through the emergency procedures of the City of Hamilton Purchasing Policy, that states "An order can be placed upon the approval of two of the following: the Mayor, an appropriate Committee Chairman, the C.A.O. and that any action taken under this provision to be reported to the next regular meeting of City Council".

NOTE: Lowest of six (6) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account No. CH5X503 00101.

  
T. Bradley, Manager of Purchasing

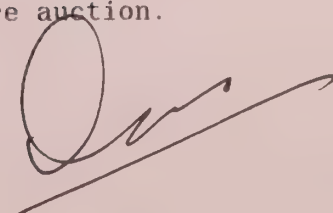
FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

  
FOR CHIEF ADMINISTRATIVE OFFICER

BACKGROUND: Tender Analysis

Eastgate Ford, Hamilton	\$23 139.00
Carter G.M. Trucks, Hamilton	23 491.08
Robert Slessor Pontiac Buick, Grimsby	28 866.38
Parkview Truck Equippers, St. David's	24 000.30
Holland Chevrolet Oldsmobile, Burlington	24 355.08
Nethercott Chevrolet Oldsmobile, Hamilton	27 564.84

The trucks being replaced will be disposed of at a future auction.







B. vi)

FOR ACTION

JUL 05 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1990 July 4  
COMM FILE:  
DEPT FILE: C4-27-90

SUBJECT: REPLACEMENT OF ONE (1) UNIT #9311 AND PURCHASE OF TWO (2) COMPACT  
EXTENDED CAB PICKUP TRUCKS, FLEET SERVICES

RECOMMENDATION:

That a purchase order be issued to Carter G.M. Trucks, Hamilton, in the amount of \$45 847.32 for the replacement of one (1), Unit #9311, and the purchase of two (2) Compact Extended Cab Pickup Trucks for Fleet Services, in accordance with specifications issued by the Manager of Purchasing and Vendor's tender.

NOTE: Lowest of seven (7) tenders received. Funds provided in Reserve for Replacement of Mobile Equipment Account #CH5X503 00101 (\$15 282.44), King's Forest General Maintenance Account #CH58005 62140 (\$15 282.44), and Gage Park Operating Equipment Account #CH58005 60408 (\$15 282.44)

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Tender Analysis

Carter G.M. Trucks, Hamilton	\$45 847.32
Holland Chevrolet Oldsmobile, Burlington	46 197.24
Robert Slessor Pontiac Buick, Grimsby	46 932.60
Eastgate Ford, Hamilton	49 636.80
Nethercott Chevrolet Oldsmobile, Hamilton	51 331.32
Johnston Motor Sales, Hamilton	51 570.00
Taylor Chrysler Dodge, Hamilton	52 530.12

Truck being replaced will be disposed of at a future auction.



B. vii.)

FOR ACTION

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. T. Bradley  
Manager of Purchasing

DATE: 1990 July 6  
COMM FILE:  
DEPT. FILE: C10-9-90

SUBJECT: REPLACEMENT OF ONE (1) RESCUE UNIT, #1640, HAMILTON FIRE DEPARTMENT

RECOMMENDATION:

- a) That a purchase order be issued to C. E. Hickey & Sons Co., Hamilton, in the amount of \$273 732 for the replacement of One (1) Rescue Unit #1640, Hamilton Fire Department, in accordance with specifications issued by the Manager of Purchasing and Vendor's proposal.
- b) That a contract be entered into satisfactory to the City Solicitor.

NOTE: Lowest acceptable of four (4) proposals received. Funds provided in Vehicle Replacement Account #CH5X502 00101.

  
T. Bradley, Manager of Purchasing

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

BACKGROUND: Proposal Analysis

Contran Manufacturing, London	\$269 598 *
C. E. Hickey & Sons Co., Hamilton	273 732
Contran Manufacturing, London	276 098
Lucas Fire Equipment, Thorold	307 137

\* Unit bid does not meet specifications. Vehicle being replaced will be disposed of at a future auction.

c.c. City Solicitor's  
Accounts Payable





C. i)

FOR ACTION

REPORT TO: Mr. J.D. Thompson, Secretary  
Finance & Administration Committee

FROM: Mr. K.E. Avery  
City Clerk

DATE: 1990 June 29  
COMM FILE:  
DEPT FILE:

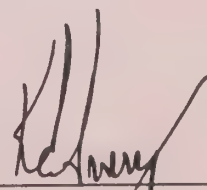
SUBJECT: Hamilton Black Ribbon Committee -  
Use of City Hall Facilities

RECOMMENDATION:

1. That permission be granted to the Hamilton Black Ribbon Day Committee to use the City Hall forecourt on 1990, Thursday August 23 from 6:00 p.m. to 9:00 p.m. for a rally to mark the Fifth Annual International Black Ribbon Day, including the use of the following equipment:
  - (a) Outside P.A. system.
  - (b) Microphone and line.
  - (c) Podium
  - (d) Fifty (50) chairs.
  - (e) One (1) table.
  - (f) Fountains to be turned off during rally.
2. That the flags of member nations be flown at City Hall from 1990 August 22 to August 24 as follows:

Estonia  
Latvia  
Lithuania  
Ukraine

Poland  
Czechoslovakia  
Hungary  
Rumania

  
\_\_\_\_\_  
K.E. Avery, City Clerk

*Hamilton Black Ribbon Day Committee*

... 2

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Sufficient funds are available in Property Maintenance Division Account No. CH 55222 10034 for staff overtime associated with this event.

cc: Mr. R. Swan, Manager  
Property Maintenance Division

Mayor's Office

Mrs. R. Morrison  
City Clerk's Office

Information Desk

C. ii)

FOR ACTION

REPORT TO: Mr. J.D. Thompson, Secretary  
Finance & Administration Committee

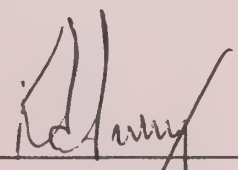
FROM: Mr. K.E. Avery  
City Clerk

DATE: 1990 June 28  
COMM FILE:  
DEPT FILE:

SUBJECT: 62 Royal Hamilton Light Infantry Cadet Corps  
Freedom of the City Celebration

RECOMMENDATION:

That permission be granted to the 62 RHLI Cadet Corps to use the City Hall forecourt and equipment on 1990, Sunday October 28 at 11:00 a.m. for a Freedom of the City Celebration.

  
\_\_\_\_\_  
K.E. Avery  
City Clerk

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Sufficient funds are available in the Property Maintenance account No. CH 55222 10034 for staff overtime associated with this event.

cc: Alderman W.M. McCulloch

Mayor's Office

Mr. R. Swan, Manager  
Property Maintenance Division

Mrs. R. Morrison  
City Clerk's Office

Information Desk



C. iii)

FOR ACTION

REPORT TO: Mr. J.D. Thompson, Secretary  
Finance & Administration Committee

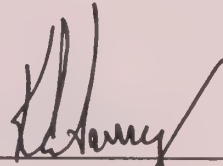
FROM: Mr. K.E. Avery  
City Clerk

DATE: 1990 June 29  
COMM FILE:  
DEPT FILE:

SUBJECT: Flying of TV Ontario Flag

RECOMMENDATION:

That the request of TV Ontario to fly the TV Ontario flag at City Hall on Thursday, 1990 September 27 in recognition of TV Ontario Day, be approved.

  
\_\_\_\_\_  
K.E. Avery  
City Clerk

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

cc: Mr. D. Carson  
Executive Assistant to the Mayor

Mr. R. Swan, Manager  
Property Maintenance Division





C. iv)

FOR ACTION

JUL 11 1990

REPORT TO: Mr. John Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. K.E. Avery  
City Clerk

DATE: 1990 July 11

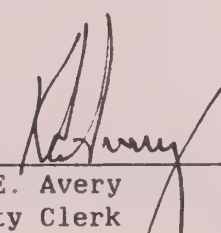
COMM FILE:

DEPT FILE:

SUBJECT: CIVIC AWARD - ONTARIO PROVINCIAL ROLLER SKATING CHAMPIONSHIP

RECOMMENDATION:

That a Civic gold pin be awarded to Melissa Hemlow for winning the Ontario Provincial Roller Skating Championships held in Etobicoke, Ontario from 1990 May 25 - 27.



K.E. Avery  
City Clerk

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Approximately \$21.78. Sufficient funds are available in the 1990 budget.

BACKGROUND:

Melissa Hemlow won the Junior Division of the Ontario Provincial Roller Skating Championships held in Etobicoke, Ontario from 1990 May 25 - 27.

Confirmation of this win has been received by the Ontario Federation of Amateur Roller Skaters.



C. V)

FOR ACTION

JUL 19 1990

REPORT TO: Mr. J.D. Thompson, Secretary  
Finance & Administration Committee

FROM: Mr. J. J. Schatz  
Deputy City Clerk

DATE: 1990 July 19  
COMM FILE:  
DEPT FILE:

SUBJECT: Hamilton Civic Hospitals Foundation -  
Mend a Broken Heart Community Campaign  
Use of Second Floor Foyer

RECOMMENDATION:

That permission be granted to the Hamilton Civic Hospitals Foundation to place a static display on the second floor foyer during the week of August 24-31, 1990. The display is respecting the "Mend a Broken Heart" community campaign.



J. J. Schatz  
Deputy City Clerk

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

cc: Mr. R. Swan, Manager  
Property Maintenance Department

Mayor's Office

Mrs. R. Morrison  
City Clerk's Office

Information Desk





C. vi)

FOR ACTION

REPORT TO: Chairman and Members  
Finance and Administration Committee

FROM: Mr. J. J. Schatz  
Deputy City Clerk

DATE: 1990 July 19  
COMM FILE:  
DEPT FILE:

SUBJECT: Hamilton & District Junior Chamber  
of Commerce/Jaycees - Incorporation

RECOMMENDATION:

That City Council consent to the use of the name "Hamilton" in "Hamilton Junior Chamber of Commerce/Hamilton Jaycees" or any variation thereof acceptable to the Lieutenant-Governor by a proposed Corporation without share, application for the incorporation of which is being made by Terry Anderson, Philip A. Fletcher, William J. Crawford, John J. Neu, Soheil Monzai and John C. Nolan.



J. J. Schatz  
Deputy City Clerk

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

Attached for the Committee's information is a copy of a letter from Mr. Paul D.V. Cannon of the law firm of Inch, Easterbrook & Shaker dated 1990 June 8 who is acting on behalf of The Hamilton Junior Chamber of Commerce/The Hamilton Jaycees to which is attached a copy of the application for Incorporation.

attach.

RECEIVED

JUN 20 1990

INCH, EASTERBROOK & SHAKER

BARRISTERS & SOLICITORS

R. F. INCH, Q.C. (1923-1977) J. F. EASTERBROOK, Q.C. (1939-1977)  
E. A. SHAKER, Q.C. R. K. BROADFOOT  
P. D. V. CANNON B. L. PAUL  
M. J. VALENTE E. R. HOLT  
L. RAFFERTY F. G. D'ALESSANDRO  
R. S. PRATT D. G. BORWICK

COUNSEL:

HON. ROBERT D. G. STANBURY, P.C., Q.C.

TELEPHONE (416) 525-4411 CITY CLERKS

TELEX 081-8803

FAX (416) 525-0031

CABLE ADDRESS "INCHLAW"

SUITE 1500, COMMERCE PLACE  
1 KING STREET WEST

P.O. BOX 783

HAMILTON, CANADA

L8N 3M8

June 8, 1990

The Corporation of the  
City of Hamilton  
71 Main Street West  
City Hall  
Hamilton, Ontario

Attention: Mayor Robert Morrow

Dear Sirs:

Re: Hamilton and District Junior Chamber of  
Commerce/Hamilton Jaycees - Incorporation

We are in the process of incorporating a not-for-profit Part III Corporations Act (Ontario) Corporation to be known as "Hamilton Junior Chamber of Commerce/Hamilton Jaycees".

We enclose for your reference a copy of the Application for Incorporation which is being made by certain members of the existing unincorporated organization known as "The Hamilton Junior Chamber of Commerce/The Hamilton Jaycees" with the knowledge and consent of the members thereof. In fact, the Applicants comprised the Board of Directors of "The Hamilton Junior Chamber of Commerce/The Hamilton Jaycees" for its year 1989/1990.

As part of the application, the consent of the City of Hamilton is required. On behalf of the Applicants, we respectfully request that the City provide the requisite consent so that we can include same as part of the Application. We are enclosing a suggested form of consent.

Should you have any questions respecting this matter, please do not hesitate to contact either ourselves or the Past President of "The Hamilton Junior Chamber of Commerce/The Hamilton Jaycees", Mr. Terry Anderson (304 Brucedale Avenue East, Hamilton, Ontario, L9A 1R1; 575-1119).

matter. We thank you for your co-operation and assistance in this

Yours very truly,

INCH, EASTERBROOK & SHAKER



PAUL D. V. CANNON

PDVC:gh  
Encl.

cc The Hamilton Junior Chamber of Commerce  
Attention: Mr. Terry Anderson,  
Past President

07109 (11/87)

6. The objects for which the corporation is incorporated are:  
Objets pour lesquels l'association est constituée:

The establishment and maintenance of an organization for the purposes of:

- (a) Promoting and encouraging educational, social and recreational activities that will develop the initiative, potential and personality of young people in a true spirit of good fellowship, understanding, harmony and co-operation;
- (b) Providing an opportunity for young people to develop an active interest in and to take an active role in the promoting of the economic, civic and social welfare of the Regional Municipality of Hamilton-Wentworth;
- (c) Encouraging and stimulating among young people good citizenship and a sense of civic and national awareness, sentiment and responsibility;
- (d) Co-operating in the activities, programs and policies of the Junior Chamber International and the Canada Junior Chamber/Canada Jaycees;
- (e) Co-operating with the Hamilton and District Chamber of Commerce and other similar organizations;
- (f) Co-operating with other organizations having objectives similar to those of this corporation;

and such other complimentary purposes not inconsistent with those objects.



7. The special provisions are/Dispositions particulières:

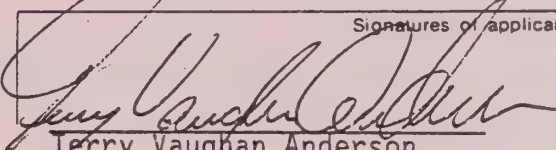
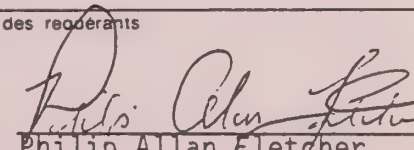
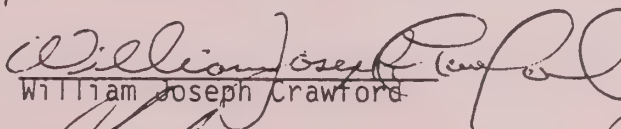
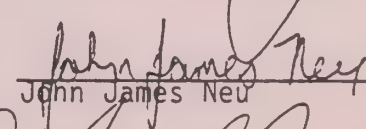
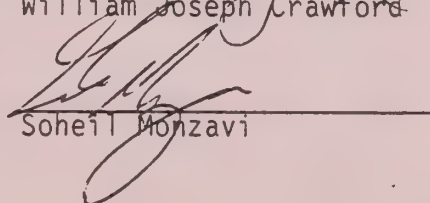
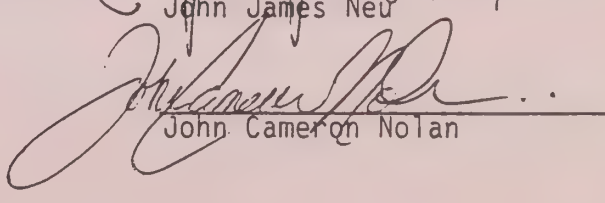
(a) Upon the dissolution of the corporation and after the payment of all debts and liabilities, its remaining properties shall be distributed or disposed of to charitable organizations which carry on their work solely in Ontario.

8. The names and residence addresses of the applicants are:  
Noms et adresses personnelles des requérants:

Name in full, including all first, middle names Nom et prénoms au complet	Residence address, giving Street & No. or R.R. No. & Municipality or Post Office and Postal Code Adresse personnelle y compris la rue et le numéro ou la R.R. et le numéro et la municipalité ou le bureau de poste et le code postal	Calling (occupation) Profession
Terry Vaughan Anderson	176 Woodhaven Place, Hamilton, Ontario L8W 3B1	Insurance Broker
Philip Allan Fletcher	16 Shirley Street, Hamilton, Ontario L8T 4C5	Life Underwriter
William Joseph Crawford	169 Market Street, Hamilton, Ontario L8R 1P1	Salesman
John James Neu	131 Kings Forest Drive, Hamilton, Ontario L8T 4J8	Administrator
Soheil Monzavi	10 Dianne Court, Hamilton, Ontario L8T 2T5	Chartered Accountant
John Cameron Nolan	198 Rifle Range Road, Hamilton, Ontario L8S 3B9	Executive Director

This application is executed in duplicate.  
Cette requête est faite en double exemplaire.

Signatures of applicants/Signature des requérants

 Terry Vaughan Anderson	 Philip Allan Fletcher
 William Joseph Crawford	 John James Neu
 Soheil Monzavi	 John Cameron Nolan

IN THE MATTER OF THE CORPORATIONS ACT  
AND IN THE MATTER OF AN APPLICATION FOR INCORPORATION  
OF A CORPORATION TO BE KNOWN AS "HAMILTON JUNIOR  
CHAMBER OF COMMERCE/HAMILTON JAYCEES"

TO: The Minister of Consumer and Commercial Relations

THE CORPORATION OF THE CITY OF HAMILTON hereby consents to the use of the name "Hamilton Junior Chamber of Commerce/Hamilton Jaycees" or any variation thereof acceptable to the Lieutenant Governor by a proposed Corporation without share capital, application for the incorporation of which is being made by Terry Vaughan Anderson, Philip Allan Fletcher, William Joseph Crawford, John James Neu, Soheil Monzavi and John Cameron Nolan.

IN WITNESS WHEREOF The Corporation of the City of Hamilton has hereunto affixed its corporate seal under the hands of its proper officers in that behalf.

DATED at Hamilton, Ontario this                      day of                      ,  
1990.

THE CORPORATION OF THE CITY OF  
HAMILTON  
Per:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

D. i)

FOR INFORMATION

JUL 19 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

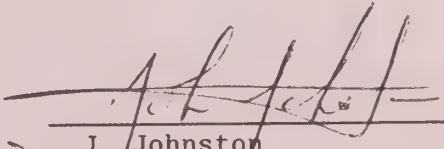
DATE: 1990 July 18  
COMM FILE:  
DEPT FILE: C-044-90

SUBJECT:

Performance Appraisal Reviews

BACKGROUND:

The attached list indicates the status of Performance Appraisals received by City Departments from April to June 1990.

  
J. Johnston

QUARTERLY PERFORMANCE REVIEW LISTING

REVIEWS RECEIVED BY HUMAN RESOURCES FOR THE PERIOD APRIL - JUNE 1990

<u>DEPARTMENT</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>
Building	1	1	4
C.A.O.	0	2	0
City Clerk's	0	1	1
Community Development	0	0	0
Culture and Recreation	3	4	7
Fire	1	3	0
H.E.C.F.I.	2	4	1
Information Systems	0	3	2
Legal	1	1	0
Parking Authority	0	0	0
Property	0	0	0
Public Works	36	40	26
Traffic	6	1	4
Treasury	2	4	2



D. ii)

FOR ACTION

JUL 19 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance and Administration Committee

FROM: Mr. John Johnston  
Commissioner of Human Resources

DATE: 1990 July 18

COMM FILE:

DEPT FILE: C-040-90

SUBJECT: Appointments to and Terminations from Permanent positions with the Corporation to July 17, 1990.

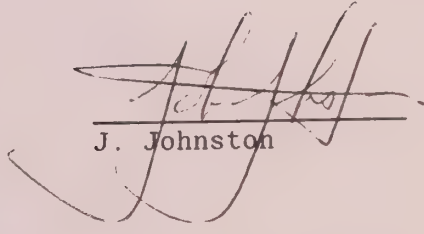
RECOMMENDATION:

As Attached.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

  
J. Johnston

THE CORPORATION OF THE CITY OF HAMILTON

APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Ms. Tina Agnello	Legislative Assistant I (L)	City Clerk's	Replacing Mr. R. Prowse - resigned	\$38,653.68 to \$45,517.16	\$43,711.20 per annum (4 of 5)	25/06/90
Mr. Albert Agostinelli	Captain (C-8)	Fire	Replacing Mr. A. Chalmers - promoted	\$51,569.07	\$51,569.07 per annum	10/06/90
Mr. Terry Brillinger	Yard Attendant (Dist) (D-11)	Public Works	Replacing Mr. E. Campbell - retired	\$29,163.68 to \$29,579.68	\$29,579.68 per hour (2 of 2)	25/06/90
Mr. Marcel Gravelle	Labourer/Truck Driver (D-7)	Public Works	Replacing Mr. P. Shwedik - resigned	\$28,593.76 to \$28,864.16	\$28,593.76 per annum (1 of 2)	03/07/90
Ms. Nancy Greenwood	Data Entry Clerk (E-3)	Treasury	New position approved in 1989 Budget	\$20,854.08 to \$22,530.04	\$22,530.04 per annum (3 of 3)	02/07/90
Mr. Brian Keenan	Equipment Mechanic II (Fleet Services) (D-11)	Public Works	Replacing Mr. S. McEwan - promoted	\$29,163.68 to \$29,579.68	\$29,579.68 per annum (2 of 2)	18/08/90
Mr. John King	Traffic Serviceman/Woman II (A-3)	Traffic	Replacing Mr. G. Bartolotta - promoted	\$22,717.76 to \$25,807.60	\$22,717.76 per annum (1 of 4)	25/08/90

THE CORPORATION OF THE CITY OF HAMILTON  
APPOINTMENTS TO PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON HIRED</u>	<u>SALARY SCHEDULE</u>	<u>RATE</u>	<u>EFFECTIVE DATE</u>
Mr. Timothy Mason	Labourer/Truck Driver (Parks Maintenance) (D-7)	Public Works	Replacing Mr. Cialini - promoted	\$28,593.76 to \$29,009.76	\$28,593.72 per annum (1 of 2)	03/07/90
Mr. Ronald Mol	Labourer/Truck Driver (Parks Maintenance) (D-7)	Public Works	Replacing Mr. Langdon - promoted	\$28,306.72 to \$28,772.72	\$28,772.72 per annum (2 of 3)	25/06/90
Mr. D. Pothier	Probationary Communications Operator (N-1)	Fire	Transfer	\$30,019.08 to \$32,328.36	\$32,328.36 per annum (2 of 2)	10/06/90
Mr. Larry Rouse	Labourer/Truck Driver (D-7)	Public Works	Replacing Mr. R. Melanson - transferred	\$28,593.76 to \$29,009.76	\$28,593.76 per annum (1 of 2)	04/07/90
Mr. Gary Webster	Operator III Truck Driver (Cemetery) (D-8)	Public Works	Replacing Mr. C. White - resigned	\$28,473.12 to \$28,889.12	\$28,889.12 per annum	25/06/90

THE CORPORATION OF THE CITY OF HAMILTON

TERMINATIONS FROM PERMANENT POSITIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>DEPARTMENT</u>	<u>REASON</u>	<u>LENGTH OF SERVICE</u>	<u>EFFECTIVE DATE</u>
Ms. Rita D'Ortenzio	Administrative Assistant II	City Clerk's	Resigned	8 years, 10 months	06/07/90
Mr. Joe Gnatyszyn	Maintenance Assistant (Convention Centre)	H.E.C.F.I.	Resigned	2 months	14/06/90
Mr. Yvon Pelletier	General Foreman/Woman Parks	Public Works	Retired	29 years, 11 months	29/06/90
Mr. William Pooler	Senior Building Inspector	Building	Retired	15 years, 3 months	29/06/90
Mr. Thomas Root	Tree Climber	Public Works	Resigned	11 months	08/06/90
Mr. James Skelton	Property Rental Agent	Property	Retired	32 years	31/07/90
Mr. Clyde White	Truck Driver (Cemetery)	Public Works	Resigned	16 years, 7 months	01/06/90

D. iii)

FOR ACTION

JUL 19 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1990 July 18

COMM FILE:

DEPT FILE: C-042-90

SUBJECT: Leave of Absence - Mr. Jose de Torres, Department of Public Works

RECOMMENDATION:

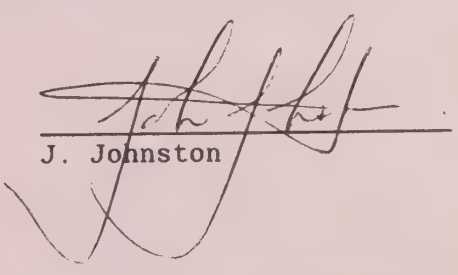
That a leave of absence be granted to Mr. Jose de Torres, an employee of the Public Works Department, for the period commencing July 30, 1990 to August 27, 1990.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. de Torres has requested this leave for personal reasons. His Department Head and the Chief Administrative Officer are supportive of the request.

  
J. Johnston





D. iv)

FOR ACTION

JUL 19 1990

REPORT TO: Mr. J. Thompson  
Secretary, Finance & Administration Committee

FROM: Mr. J. Johnston  
Commissioner of Human Resources

DATE: 1990 July 18  
COMM FILE:  
DEPT FILE: C-043-90

SUBJECT: Leave of Absence - Mr. Sam Leuzzi, Department of Public Works

RECOMMENDATION:

That a leave of absence be granted to Mr. Sam Leuzzi, an employee of the Public Works Department, for the period commencing August 7, 1990 to September 4, 1990.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

n/a

BACKGROUND:

Mr. Leuzzi has requested this leave so that he may visit his family in Italy. His Department Head and the Chief Administrative Officer are supportive of the request.

  
J. Johnston



E. i)

FOR INFORMATION

JUL 16 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 July 16  
COMM FILE:  
DEPT FILE:

SUBJECT: STATUS OF GENERAL CONTINGENCY BALANCE  
AS OF JULY 13, 1990 (CURRENT BUDGET ONLY)

BACKGROUND:

In accordance with past practice, the City Treasurer is reporting the status of the General Contingency. On June 26, 1990, Council approved \$46,000.00 to provide financing for Wesley Urban Ministries - Victoria Park Community Centre. The new balance is now \$57,000.00.







E. ii)

FOR INFORMATION

JUL 16 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

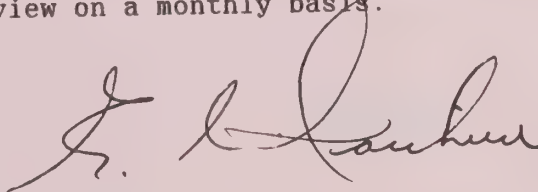
DATE: 1990 July 12  
COMM FILE:  
DEPT FILE:

SUBJECT: STATUS OF UNCLASSIFIED REVENUE AND EXPENDITURES AS AT JUNE 30, 1990

BACKGROUND:

Attached for your review is an analysis of the Unclassified Revenue and Expenditures for the period ending June 30, 1990.

As has been the practice in prior years, these statements will be updated and forwarded to you for your review on a monthly basis.



Attach

CITY OF HAMILTON  
TREASURY

UNCLASSIFIED REVENUE  
AS AT JUNE 30, 1990

CENTRE NUMBER:CH 24201  
Appropriation: \$ 70,000.00

COMMISSIONS:

Bell Telephone	7,757.67
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MISCELLANEOUS:

Witness Fees	456.15
Sales Tax	25.01
Scrap Metal	573.75
Cheques Written Off/Reinstated	9,331.58
Federal Excise Tax	10,370.59
Other Revenue	76.12
Abandon. Agree.- Robinsons	29,358.07

Total Revenue To Date	57,948.94
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Less: Appropriation	70,000.00
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(12,051.06)

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CITY OF HAMILTON  
TREASURY  
UNCLASSIFIED EXPENDITURES  
AS AT JUNE 30, 1990

Centre Number: CH 24210  
Appropriation: \$ 75,000.00

LUNCHEONS, DINNERS, SANDWICHES, COFFEES, ETC.

City Council	1,688.31
Executive Committee	84.44
Transport and Environment Committee	1,129.45
Keep Hamilton Clean Committee	185.42
Parks and Recreation	1,647.99
Crystal Palace Subcommittee	13.61
Golf Subcommittee	212.88
Hamilton Historical Board	2,583.22
Citizen Advisory	643.56
Planning and Development	1,996.60
Committee of Adjustment	343.81
C.A.I.P. Subcommittee	104.22
Downtown Action Plan	101.79
Non-Profit Housing	704.63
Hamilton Housing Corp	111.71
Legislation Committee	351.15
License Subcommittee	2,163.14
Farmers Market Subcommittee	177.71
French Subcommittee	399.10
Non Smoking Subcommittee	18.95
2nd Level Lodging Home	28.02
Taxi Force Sub-Committee	806.21
Insurance Advisory Subcommittee	98.32
Property Standards-Subcommittee	46.89
Finance and Administration Committee	6,776.26
Mundialization Committee	593.23
Football Hall of Fame	1,008.16
Canusa Games Committee	882.83
Civic Charity Committee	191.45
Management Team	52.65
Hamilton Arts Award	1,823.00
Hamilton Philharmonic Concert Committee	358.68

MISCELLANEOUS

Cashiers Over and Short	4.00
Bell Telephone - Miscellaneous	5.09
258 Beach Blvd. - Maintenance Charges	630.00
Flowers and Wreaths	286.78
By-law Registration	1,156.00
Parking and Cab expenses	296.50
Hydro Charges - Road Sign	69.60
Mayor-Federation of Cdn. Municipalities-Brd of Directors	325.00
P.A. System - Transport and Environment	847.80
Corporate Challenge	1,966.47
F.C.M. Conference - Carson	400.00
Smoking Cessation Program	3,452.94
C.P.P. & U.I.C. adjustment	116.99
Legal-Wellenreiter vs Mayor	695.40
Travel Expense-B. Janssen	3,398.50

Total Expended	40,978.46
Less: Appropriation	75,000.00
Balance - Surplus (Deficit)	34,021.54
	=====



E. iii)

FOR INFORMATION

JUL 16 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 July 12  
COMM FILE:  
DEPT FILE:

SUBJECT: STATUS OF HOSTING, RECEPTIONS AND RELATED ACCOUNTS

BACKGROUND:

Attached are the following analyses of accounts related to hostings and receptions as at June 30, 1990:

Account CH 55307-80040 - Hostings of Conference with Municipal Subject Content  
Account CH 55313-84010 - Receptions - City Hall  
Account CH 55314-84010 - Special Civic Receptions and Delegation Hosting  
Account CH 56126-84010 - Civic Pins, Medals and Rings  
Account CH 55222-10034 - Use of City Hall - Outside Groups

These accounts will be forwarded to this Committee on a monthly basis for the information of the members.



Attach



City of Hamilton  
HOSTING OF CONFERENCES WITH MUNICIPAL SUBJECT CONTENT  
Account CH 55307 80040  
for the period ended June 30, 1990

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COUNCIL MEETING	DESCRIPTION	AMOUNT \$	TOTAL \$
90/02/13	OBIAA Conference	3,575.71	
90/04/24	Purchasing Mgt Assoc of Cda, Ham District	5,000.00	
90/05/29	North American Dobis Users Group	700.00	
90/05/29	Institutional and Municipal Parking Congress Conference	1,850.00	
	Total Actual Expended to Date		11,125.71
	ADD: Commitments		
90/02/13	OBIAA Conference	2,074.29	
90/05/29	National Safety Conference	500.00	
90/05/29	Ontario Building Officials Association	5,000.00	
90/05/29	Institutional and Municipal Parking Congress Conference	1,600.00	
90/06/26	1990 Canadian Museum Association Conference	1,150.00	
90/06/26	The Ontario Plumbing Inspectors' Association	2,000.00	
	Total Committed		12,324.29
	Adjusted Total		23,450.00
	LESS: Appropriation		35,000.00
	SURPLUS (DEFICIT)		11,550.00

City of Hamilton  
SPECIAL CIVIC RECEPTIONS AND DELEGATION HOSTING  
Account CH 55314 84010  
for the period ended June 30, 1990

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COUNCIL MEETING	DESCRIPTION	AMOUNT \$	TOTAL \$
89/11/28	C.F.L. Draft	5,901.19	
	Soviet Delegation	6,954.22	
	Memorial Cup Championship	20,000.00	
90/03/13	Arts & Cities Ontario Caucus	858.34	
90/03/13	Choralfest '90 Concert	2,727.00	
90/03/13	Challenges for International Broadcasting Conferences	1,054.07	
90/03/13	50th Anniversary Celebrations	751.85	
90/03/27	Ontario Bantam Hockey Championship	4,500.00	
90/03/27	President of Parliament in Abruzzi	891.60	
	U.S.S.R. Exchange Program	378.65	
	Total Actual Expenditures		44,016.92
	ADD: Commitments		
90/01/30	Hamilton Spectator 1990 Indoor Games	6,000.00	
90/03/13	Arts & Cities Ontario Caucus	341.66	
90/03/13	50th Anniversary Celebrations	548.15	
90/03/27	Air Show Reception	4,500.00	
	Total Committed		11,389.81
	Adjusted Total		55,406.73
	LESS: Appropriation		48,000.00
	SURPLUS (DEFICIT)		(7,406.73)

City of Hamilton  
 RECEPTIONS - CITY HALL  
 Account CH 55313 84010  
 for the period ended June 30, 1990

REFERENCE NUMBER	DATE	DESCRIPTION	AMOUNT \$
101350	90/02/23	Visit of the Honourable Greg Sorbara	50.76
101646	90/02/28	Proclamation-Single Parent Week	21.38
101646	90/02/28	Visit of Jamaican Consul General	30.24
100904	90/02/16	Reception for Delegation from U.S.S.R.	37.53
100904	90/02/16	Meeting with Mr. Myrnick	14.04
100904	90/02/16	Visit of the Honourable Shirley Martin	53.46
100904	90/02/16	Visit of D. Vivian & J. Awad at Sheraton	50.87
100904	90/02/16	Press Conference-Lily Munro	65.07
100904	90/02/16	Proclamation-National Non-Smoking Week	130.46
100904	90/02/16	Meeting Re: St. Joseph's Hospital	21.06
100904	90/02/16	Proclamation-Ukrainian Canadian Independence	445.50
100904	90/02/16	H.P.O. Meeting	17.01
100904	90/02/16	I.O.D.E. Proclamation	48.06
102523	90/03/23	Proclamation-Kidney Foundation Month	10.80
102523	90/03/23	Proclamation-International Food Service Week	8.10
102523	90/03/23	Visit of the Honourable John Corbiel	9.72
102523	90/03/23	Visit of Mr. Bob Wong	29.97
102523	90/03/23	Soviet Visitors	26.73
102624	90/03/23	A&B Catering	80.00
103011	90/03/30	Reception-Boy Scouts from St. Giles	4.54
103011	90/03/30	Reception for Doris Skorpud	88.83
104343	90/04/13	Dutch Culture & Heritage Meeting	14.04
104601	90/04/20	Arts & the Cities - Mayor's Reception	119.88
104601	90/04/20	Civic Ceremony	109.62
104601	90/04/20	Reception for R.H.L.I. Cadets from England	62.91
104601	90/04/20	Science Day Proclamation	51.30
104601	90/04/20	School Children - Mayor's Reception	22.68
105349	90/05/04	The Honourable Doug Lewis	39.15
105349	90/05/04	Meeting with CUPE re: day of mourning	21.81
105349	90/05/04	Interview with editor of Hamilton Journal	10.85
105864	90/05/08	Day of Mourning Ceremony	1,261.66
105864	90/05/08	Proclamation-M. S. Carnation Month	43.52
105864	90/05/08	Proclamation-Schizophrenia Awareness Week	18.79
106876	90/05/17	Proclamation-Catholic Women's League Week	75.27
106876	90/05/17	Mayor's Office-various	61.77
108139	90/05/25	Press Conference-"Just Phone" Committee of Inquiry	98.28
108139	90/05/23	Visit of School Children	25.92
108139	90/05/25	Media Reception	53.46
108139	90/05/24	Visit of Korean Consul General	8.64
108139	90/05/23	Dutch Culture Feasibility Study	21.06
108900	90/06/12	Meeting with Board of Education Officials	19.60
108900	90/06/12	Proclamation-St. Peter's Hospital Week	21.38
108900	90/06/12	Boy Scouts/Girl Guides	22.46
110135	90/06/26	Proclamation-Philippine Day	291.60
110135	90/06/26	Proclamation-Shiela Copps Day	264.60
110135	90/06/26	Civic Welcome-Vice Mayor & Councillor from Italy	226.53
110135	90/06/26	Proclamation-Management Week	27.37
		Meeting with members of Provincial Legislature	370.17
Total Expended to date			4,608.45
LESS: Appropriation			8,000.00
SURPLUS (DEFICIT)			3,391.55

City of Hamilton  
USE OF CITY HALL-OUTSIDE GROUPS  
Account CH 55222 10034  
for the period ended June 30, 1990

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REFERENCE NUMBER	DATE	DESCRIPTION	AMOUNT \$
JV01031	90/01/31	Ukranian Proclamation-Overtime for M. Langille	99.64
JV03043	90/03/02	Special Meeting-Overtime for S. Vickers	185.70
103294	90/03/30	City Hall Tours	110.00
JV04099	90/04/11	Distribution of Overtime for various depts	55.71
JV04293	90/04/27	Earth Day-Overtime for M. Langille	198.08
JV05068	90/05/09	Distribution of Overtime for various depts	501.39
JV05249	90/05/25	Boy Scouts Parade-Overtime for M. Langille	185.70
JV06056	90/06/08	Veterans Day Parade-Overtime for M. Langille	129.99
JV06130	90/06/12	Erect/dismantle reviewing stand-Boy Scout Parade	579.50
JV06257	90/06/22	Veterans Day Parade-Overtime for M. Langille	105.23
Total Expended to date			2,150.94
LESS: Appropriation			3,660.00
SURPLUS (DEFICIT)			<u>1,509.06</u>

City of Hamilton  
CIVIC PINS, MEDALS AND RINGS  
Account CH 56126 84010  
for the period ended June 30, 1990

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COUNCIL MEETING	DESCRIPTION	AMOUNT \$
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90/04/17	10K Man's Ring	4,310.13
90/04/17	10K Man's Ring and Box	2,286.69
90/04/17	5PT 'C' Diamond and Genuine Ruby Ring	167.40
90/04/10	5PT 'C' Diamond and Genuine Ruby Ring	255.96
	City Clerk's Civic Awards	(310.75)
	City Clerk's Civic Awards	(224.37)
90/06/26	10K Man's Ring	3,828.66
90/06/26	10K Man's Ring with box	386.10
		-----
	Total Expended to date	10,699.82
	Less: Appropriation	11,000.00
		-----
	SURPLUS (DEFICIT)	300.18
		=====



E. iv)

FOR ACTION

**TREASURER'S  
REPORT ON FINANCING  
TO FOLLOW**

REPORT TO: T. AGNELLO, SECRETARY  
TRANSPORT AND ENVIRONMENT COMMITTEE

FROM: E. M. GILL, P. ENG.  
ACTING COMMISSIONER OF ENGINEERING

DATE: July 12, 1990  
COMM FILE: 3-11.10.2  
DEPT FILE: 821-55

SUBJECT

Proposed construction of Independent Concrete Sidewalks on Upper Paradise Road between Stone Church Road and Lunner Avenue.

RECOMMENDATION

- a) That the Transport and Environment Committee recommend to City Council that the construction of an independent concrete sidewalk at the following locations be proceeded with as a local improvement pursuant to Section 12 of the Local Improvement Act, at an estimated gross cost of \$120,225.63 as provided for in the 1990 portion of the 1990-1994 Capital Budget as Project No. 041-30000 - City share (\$27,657.63) and Project No. 210-30000-Owner's Share (\$92,568.00).
- i) Upper Paradise Road, east-side, from Stone Church Road West to Gemini Drive;
  - ii) Upper Paradise Road, west side, from approximately 80 metres north of Stone Church Road West to approximately 130 metres north of Stone Church Road West;
  - iii) Upper Paradise Road, east side, from approximately 30 metres north of Gemini Drive to approximately 105 metres north of Gemini Drive;
  - iv) Upper Paradise Road, west side, from approximately 40 metres north of Novoco Drive to approximately 85 metres south of Trevi Road;
  - v) Upper Paradise Road, east side, from approximately 45 metres south of Greenshire Drive to Greenshire Drive;
  - vi) Upper Paradise Road, west-side, from the south limit to the north limit of 726 Upper Paradise Road;
  - vii) Upper Paradise Road, west side, from the south limit to the north limit of 716 Upper Paradise Road;
  - viii) Upper Paradise Road, west side, from Gosford Drive to approximately 125 metres north of Gosford Drive;

City of Hamilton  
CIVIC PINS, MEDALS AND RINGS  
Account CH 56126 84010  
for the period ended June 30, 1990

-----

COUNCIL MEETING	DESCRIPTION	AMOUNT \$
-----	-----	-----
90/04/17	10K Man's Ring	4,310.13
90/04/17	10K Man's Ring and Box	2,286.69
90/04/17	5PT 'C' Diamond and Genuine Ruby Ring	167.40
90/04/10	5PT 'C' Diamond and Genuine Ruby Ring	255.96
	City Clerk's Civic Awards	(310.75)
	City Clerk's Civic Awards	(224.37)
90/06/26	10K Man's Ring	3,828.66
90/06/26	10K Man's Ring with box	386.10
		-----
	Total Expended to date	10,699.82
	Less: Appropriation	11,000.00
		-----
	SURPLUS (DEFICIT)	300.18
		=====

E. iv)

FOR ACTION

**TREASURER'S  
REPORT ON FINANCING  
TO FOLLOW**

REPORT TO: T. AGNELLO, SECRETARY  
TRANSPORT AND ENVIRONMENT COMMITTEE

FROM: E. M. GILL, P. ENG.  
ACTING COMMISSIONER OF ENGINEERING

DATE: July 12, 1990  
COMM FILE: 3-11.10.2  
DEPT FILE: 821-55

SUBJECT

Proposed construction of Independent Concrete Sidewalks on Upper Paradise Road between Stone Church Road and Lunner Avenue.

RECOMMENDATION

- a) That the Transport and Environment Committee recommend to City Council that the construction of an independent concrete sidewalk at the following locations be proceeded with as a local improvement pursuant to Section 12 of the Local Improvement Act, at an estimated gross cost of \$120,225.63 as provided for in the 1990 portion of the 1990-1994 Capital Budget as Project No. 041-30000 - City share (\$27,657.63) and Project No. 210-30000-Owner's Share (\$92,568.00).
- i) Upper Paradise Road, east-side, from Stone Church Road West to Gemini Drive;
  - ii) Upper Paradise Road, west side, from approximately 80 metres north of Stone Church Road West to approximately 130 metres north of Stone Church Road West;
  - iii) Upper Paradise Road, east side, from approximately 30 metres north of Gemini Drive to approximately 105 metres north of Gemini Drive;
  - iv) Upper Paradise Road, west side, from approximately 40 metres north of Novoco Drive to approximately 85 metres south of Trevi Road;
  - v) Upper Paradise Road, east side, from approximately 45 metres south of Greenshire Drive to Greenshire Drive;
  - vi) Upper Paradise Road, west-side, from the south limit to the north limit of 726 Upper Paradise Road;
  - vii) Upper Paradise Road, west side, from the south limit to the north limit of 716 Upper Paradise Road;
  - viii) Upper Paradise Road, west side, from Gosford Drive to approximately 125 metres north of Gosford Drive;



- ix) Upper Paradise Road, east and west side, between the limits of the Freeway Lands;
  - x) Upper Paradise Road, east side, from the south limit of 635 Upper Paradise Road to 29 metres south of the north limit of 615 Upper Paradise Road;
  - xi) Upper Paradise Road, west side, from the north limit of the Freeway Lands to the south limit of 632 Upper Paradise Road; and
  - xii) Upper Paradise Road, west side, from 115 metres north of Hadeland Avenue to a point 190 metres north of Hadeland Avenue.
- 
- b) That the Finance and Administration Committee be requested to recommend a source of funds for this Capital Project.
  - c) That the Commissioner of Engineering be authorized to construct these works on behalf of the City of Hamilton, once all the necessary approvals have been received; and,
  - d) That the City Clerk and City Treasurer be directed to give the necessary notice of the Council's intention to undertake these works.



E. M. GILL, P. Eng.  
Acting Commissioner of Engineering

#### FINANCIAL IMPLICATIONS

The proposed works are to be rated in accordance with the normal practice. Provision has been made for these works in the 1990-1994 Capital Budget as Project No. 041-30000 - City's Share and Project No. 210-30000 - Owner's Share.

The estimated cost per metre for an independent concrete sidewalk is \$84.00. The property owners will be charged this rate or the actual cost, whichever is less.

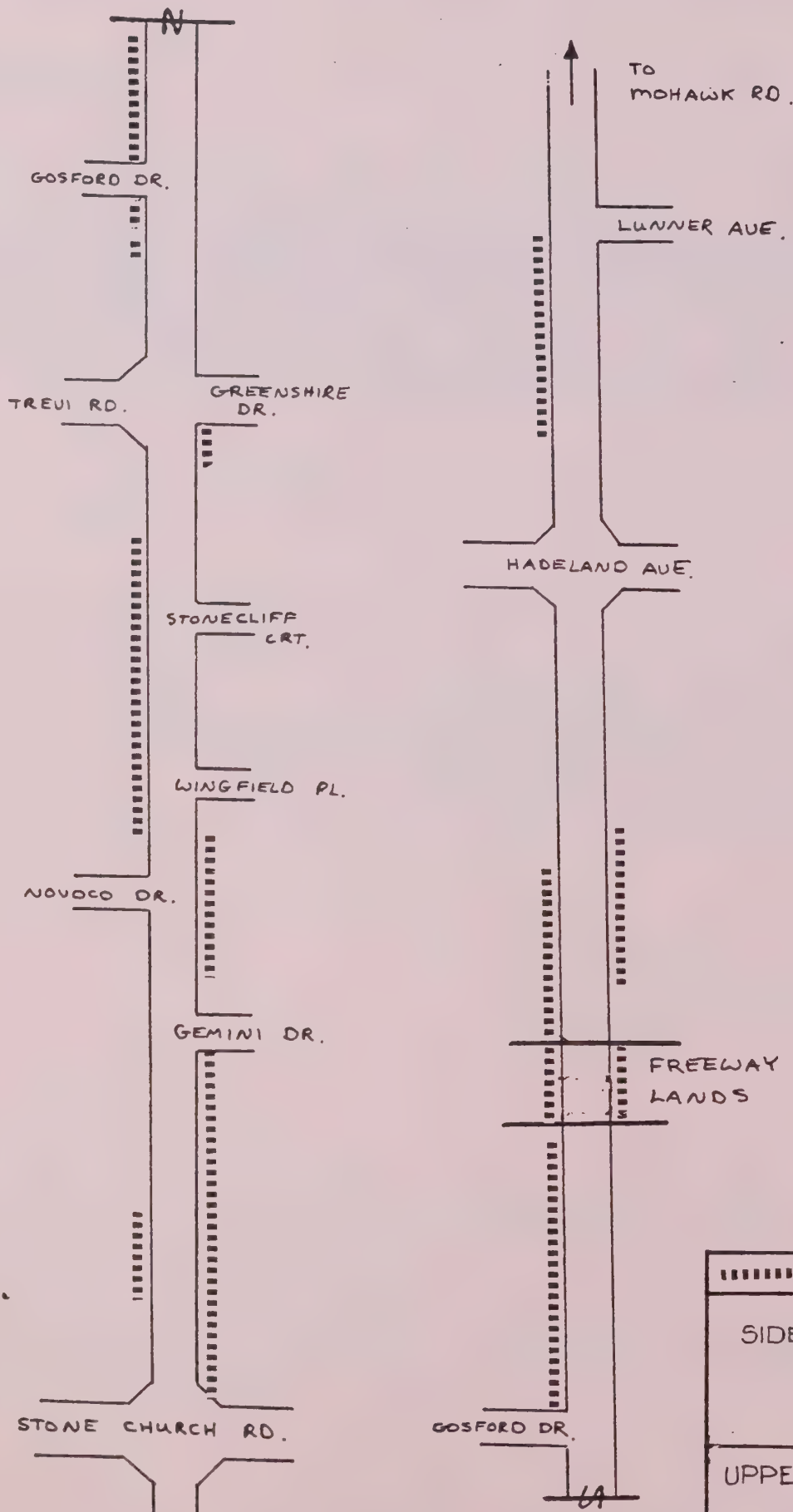
BACKGROUND

The Region will be undertaking the construction and widening of Upper Paradise Road between Stone Church Road and Lunner Avenue during the 1990 construction season. It would be expedient to construct sidewalks in conjunction with the road and curbs to provide a safe walking surface for pedestrians. The location of the proposed work is shown on the attached plan. Land that is required to construct these works is currently being purchased by the Region.

LR:mlm  
Encl.

cc: E. C. Matthews, City Treasurer  
G. Lawson, Commissioner of Finance  
V. J. Abraham, Director of Local Planning  
K. Avery, Clerk, City of Hamilton  
D. Onishi, Director of Engineering Services  
P. Noé Johnson, City Solicitor





E. ✓)

FOR INFORMATION

JUL 18 1990

REPORT TO: Mr. J. D. Thompson, Secretary  
Finance and Administration Committee

FROM: Mr. E. C. Matthews  
Treasurer

DATE: 1990 July 17  
COMM FILE:  
DEPT FILE:

SUBJECT: TRUST FUNDS

BACKGROUND:

Additional information on the Trust Funds was requested by the Chairman of the Finance and Administration Committee on May 24, 1990 during the presentation to the committee of the 1989 Financial Statements. On May 31, 1990 Mrs. S. K. Reeder sent a memo to the Treasurer requesting a report on the conditions affixed to the Trust Funds.

Attached is a summary sheet for each such fund providing information, including the date of origin and purpose, etc. of each fund, together with the excerpt from the 1989 Financial Statements which deals with Trust Funds.

*S. K. Reeder*

Att'd

City of Hamilton  
Treasury

1) NAME	Hamilton Cemeteries Perpetual Care
2) CENTRE NO	CH 00410
3) YEAR OF ORIGIN	1935
4) PURPOSE	Establish a trust fund for ongoing maintenance and upkeep of burial sites and cemetery yard as required by Provincial Statute
5) FUNDED WITH SPECIFIC ASSETS	YES
6) INTEREST EARNED	YES
7) SEPARATE BANK ACCOUNT	YES
8) FUNDING SOURCES	Direct payment to cemetery by users @ 35% of the sale of the lot
9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989	\$2,697,496

City of Hamilton  
Treasury

1) NAME	Hamilton Cemeteries Pre-Need Assurance	
2) CENTRE NO	CH 00420	
3) YEAR OF ORIGIN	1976	
4) PURPOSE	Establish a trust fund for payment of cemetery and burial costs as provided in Provincial legislation.	
5) FUNDED WITH SPECIFIC ASSETS	YES	
6) INTEREST EARNED	YES	
7) SEPARATE BANK ACCOUNT	YES	
8) FUNDING SOURCES	Direct payment to cemetery by users @ 65% of the interment sale	
9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989		\$175,097

City of Hamilton  
Treasury

- |  |   |
|--|---|
| 1) NAME  | McLaren House Scholarship   |
| 2) CENTRE NO                                     | CH 00470  |
| 3) YEAR OF ORIGIN                                | 1910  |
| 4) PURPOSE                                       | Establish a trust fund to administer the contribution from Mr McLaren in memory of Mary McLaren House from which the income of the trust will be awarded to the nurse in each year's graduating class who obtains the highest degrees for general proficiency in the Hamilton Civic Hosital(s). |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES   |
| 6) INTEREST EARNED                               | YES   |
| 7) SEPARATE BANK ACCOUNT                         | NO  |
| 8) FUNDING SOURCES                               | \$1,000 in memory of Mary McLaren House   |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$1,126   |



City of Hamilton  
Treasury

- |  |  |
|--|--|
| 1) NAME  | Museum Acquisition Historical Board  |
| 2) CENTRE NO                                     | CH 00402   |
| 3) YEAR OF ORIGIN                                | 1975   |
| 4) PURPOSE                                       | Establish a trust fund for acquisition of museum artifacts for Dundurn Castle. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES  |
| 6) INTEREST EARNED                               | YES  |
| 7) SEPARATE BANK ACCOUNT                         | NO   |
| 8) FUNDING SOURCES                               | Initial contribution of \$5,968 plus ongoing public donations                  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$20,938   |

City of Hamilton  
Treasury

- |  |   |
|--|---|
| 1) NAME  | F Waldon Library Bequest  |
| 2) CENTRE NO                                     | LB 00450  |
| 3) YEAR OF ORIGIN                                | 1975  |
| 4) PURPOSE                                       | Established from funds of the Estate of Freda Farrell Waldon to be expended on the history section of the Canadiana collection for a mural or other work of art, special furniture or equipment rare books, ect. about Hamilton and district, or for any purpose which will promote the study of local history, sociology, or ecology |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES   |
| 6) INTEREST EARNED                               | YES   |
| 7) SEPARATE BANK ACCOUNT                         | NO  |
| 8) FUNDING SOURCES                               | \$10,000 from the Estate of Freda Farrell Waldon  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$9,613   |

City of Hamilton  
Treasury

- |  |  |
|--|--|
| 1) NAME  | Mable Waldon Thompson Estate - Library   |
| 2) CENTRE NO                                     | LB 00410   |
| 3) YEAR OF ORIGIN                                | 1978   |
| 4) PURPOSE                                       | Establish a trust fund in memorial of Freda Farrell Waldon for the local history section of the Canadiana Collection to be used for any pupose which will promote the study of history, sociology, or ecology. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES  |
| 6) INTEREST EARNED                               | YES  |
| 7) SEPARATE BANK ACCOUNT                         | NO   |
| 8) FUNDING SOURCES                               | \$5,000 from the Estate of M W Thompson  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$14,398   |

City of Hamilton  
Treasury

- |  |   |
|--|---|
| 1) NAME  | Special Gift Fund Central Library   |
| 2) CENTRE NO                                     | LB 00420  |
| 3) YEAR OF ORIGIN                                | 1979  |
| 4) PURPOSE                                       | Established by the Hamilton Public Library Board to provide funding from 80% of the income earned by the trust fund for supplying furniture and equipment, special building improvements, collections and service enhancement for staff and Board members of the Hamilton Public Library. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES   |
| 6) INTEREST EARNED                               | YES   |
| 7) SEPARATE BANK ACCOUNT                         | YES   |
| 8) FUNDING SOURCES                               | Original donation of \$35,100 plus ongoing public donations along with matching provincial funds  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$477,955   |

City of Hamilton  
Treasury

- |  |   |
|--|---|
| 1) NAME  | Whitehern Rentals   |
| 2) CENTRE NO                                     | CH 00407  |
| 3) YEAR OF ORIGIN                                | 1983  |
| 4) PURPOSE                                       | Establish a trust fund from rental income received from the public for use of the facilities at the Whitehern property for the specific purpose of covering the costs of wear and tear to furnishings and building. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES   |
| 6) INTEREST EARNED                               | YES   |
| 7) SEPARATE BANK ACCOUNT                         | NO  |
| 8) FUNDING SOURCES                               | 40 % of rental income received by the public  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$5,227   |



City of Hamilton  
Treasury

- |  |  |
|--|--|
| 1) NAME  | Balfour Estate   |
| 2) CENTRE NO                                     | CH 00404   |
| 3) YEAR OF ORIGIN                                | 1978   |
| 4) PURPOSE                                       | Establish a trust for administering the Balfour property leased to the City of Hamilton from the Ontario Heritage Foundation. The trust is to administer the receipt of monthly rental income from Mrs Wilson Baxter which will be used to cover annual taxes and maintenance of the property. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES  |
| 6) INTEREST EARNED                               | YES  |
| 7) SEPARATE BANK ACCOUNT                         | NO   |
| 8) FUNDING SOURCES                               | Monthly rental income  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$78,745   |

City of Hamilton  
Treasury

- |  |  |
|--|--|
| 1) NAME  | Capital Endowment - Library  |
| 2) CENTRE NO                                     | LB 00430   |
| 3) YEAR OF ORIGIN                                | 1983   |
| 4) PURPOSE                                       | Established from funds of the Estate of Olive Mills of which 80% of the income earned by the trust will be used for special building improvements, furniture and equipment, collections and service enhancement of staff and Board members of the Hamilton Public Library. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES  |
| 6) INTEREST EARNED                               | YES  |
| 7) SEPARATE BANK ACCOUNT                         | NO   |
| 8) FUNDING SOURCES                               | \$150,000 from the Estate of Olive Mills   |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$290,414  |

City of Hamilton  
Treasury

- |  |   |
|--|---|
| 1) NAME  | Ketha McLaren Memorial Fund   |
| 2) CENTRE NO                                     | LB 00440  |
| 3) YEAR OF ORIGIN                                | 1984  |
| 4) PURPOSE                                       | Established by the Hamilton Public Library Board to provide from interest earned in the trust fund, grants to staff members of the Hamilton Public Library to develop their library skills. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES   |
| 6) INTEREST EARNED                               | YES   |
| 7) SEPARATE BANK ACCOUNT                         | NO  |
| 8) FUNDING SOURCES                               | \$10,000 in memory of the late Ketha McLaren  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$11,981  |

City of Hamilton  
Treasury

1) NAME	Senior Citizens Club - Playground Equipment
2) CENTRE NO	CH 00406
3) YEAR OF ORIGIN	1983
4) PURPOSE	Establish a trust fund to administer the contribution from the Geritol Follies towards the cost of playground equipment.
5) FUNDED WITH SPECIFIC ASSETS	YES
6) INTEREST EARNED	YES
7) SEPARATE BANK ACCOUNT	NO
8) FUNDING SOURCES	Contribution of \$5,000
9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989	\$8,319

City of Hamilton  
Treasury

1) NAME	Hamilton Historic Board Furnishing Restoration
2) CENTRE NO	CH 00405
3) YEAR OF ORIGIN	1983
4) PURPOSE	Establish a trust fund from a portion of rental income received for use of the facilities at Dundurn Castle for the specific purpose of covering the costs of wear and tear to furnishings and building.
5) FUNDED WITH SPECIFIC ASSESTS	YES
6) INTEREST EARNED	YES
7) SEPARATE BANK ACCOUNT	NO
8) FUNDING SOURCES	40 % of rental income received by the public
9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989	\$13,732



City of Hamilton  
Treasury

- |  |   |
|--|---|
| 1) NAME  | Ontario Home Renewal Program  |
| 2) CENTRE NO                                     | CH 00501 to CH 00567  |
| 3) YEAR OF ORIGIN                                | 1974  |
| 4) PURPOSE                                       | Established by the Province of Ontario to provide low income loans and grants to owner-occupants to be used for rehabilitation of their residential properties. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES   |
| 6) INTEREST EARNED                               | YES   |
| 7) SEPARATE BANK ACCOUNT                         | YES   |
| 8) FUNDING SOURCES                               | Capital funding from the Province of Ontario plus monies collected on the repayment of loans and premature sales  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$3,705,614   |

City of Hamilton  
Treasury

- |  |   |
|--|---|
| 1) NAME  | Baby Dispensary Guild   |
| 2) CENTRE NO                                     | CH 00430  |
| 3) YEAR OF ORIGIN                                | 1943  |
| 4) PURPOSE                                       | Establish a trust fund to provide from income, funds to be used and expended by the Board of Governors of the Hamilton Civic Hospitals to combat preventable infant sickness and mortality amongst the poor and child welfare purposes. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES   |
| 6) INTEREST EARNED                               | YES   |
| 7) SEPARATE BANK ACCOUNT                         | YES   |
| 8) FUNDING SOURCES                               | Original contribution of \$37,100   |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$51,019  |

City of Hamilton  
Treasury

1) NAME	Hubert Washington Memorial Fund
2) CENTRE NO	CH 00440
3) YEAR OF ORIGIN	1933
4) PURPOSE	Establish a trust fund for the purpose of furnishing a ward and sunroom for deserving patients at the City of Hamilton Mountain Hospital.
5) FUNDED WITH SPECIFIC ASSETS	YES
6) INTEREST EARNED	YES
7) SEPARATE BANK ACCOUNT	NO
8) FUNDING SOURCES	Contribution of \$641
9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989	\$1,126

City of Hamilton  
Treasury

1) NAME	Elizabeth Herron Trust Fund
2) CENTRE NO	CH 00450
3) YEAR OF ORIGIN	1959
4) PURPOSE	Establish a trust fund to provide comforts in the form of books or other articles for non-paying patients at the City Hospital.
5) FUNDED WITH SPECIFIC ASSETS	YES
6) INTEREST EARNED	YES
7) SEPARATE BANK ACCOUNT	NO
8) FUNDING SOURCES	Contribution of \$2,000
9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989	\$2,252

City of Hamilton  
Treasury

1) NAME	Jessie Ann Skingley Bequest
2) CENTRE NO	LB 00425
3) YEAR OF ORIGIN	1984
4) PURPOSE	Established to hold funds donated by Jessie Ann Slingley to be for the purchase of children's multilingual books.
5) FUNDED WITH SPECIFIC ASSETS	YES
6) INTEREST EARNED	YES
7) SEPARATE BANK ACCOUNT	NO
8) FUNDING SOURCES	\$10,000 from Jessie Ann Skingley in the memory of her daughter, Irene Charlotte Slingley
9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989	\$4,462



City of Hamilton  
Treasury

- |  |   |
|--|---|
| 1) NAME  | Ma'Ansham Project   |
| 2) CENTRE NO                                     | LB 00460  |
| 3) YEAR OF ORIGIN                                | 1989  |
| 4) PURPOSE                                       | Established by the Hamilton Public Library Board to hold funds from public donations to be given to the City of Ma'Ansham in China which has been twined with the City of Hamilton. |
| 5) FUNDED WITH<br>SPECIFIC ASSETS                | YES   |
| 6) INTEREST EARNED                               | YES   |
| 7) SEPARATE BANK ACCOUNT                         | NO  |
| 8) FUNDING SOURCES                               | Public donations  |
| 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 | \$556   |

City of Hamilton  
Treasury

1) NAME	Centennial Art Commission
2) CENTRE NO	LB 00470
3) YEAR OF ORIGIN	1989
4) PURPOSE	Established by the Hamilton Public Library Board to hold funds donated by Dofasco for the express purpose of commissioning a piece of art to celebrate the Hamilton Public Library's 100th anniversary.
5) FUNDED WITH SPECIFIC ASSETS	YES
6) INTEREST EARNED	YES
7) SEPARATE BANK ACCOUNT	NO
8) FUNDING SOURCES	\$20,000 donation received from Dofasco
9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989	\$22,397

City of Hamilton  
Treasury

- 1) NAME Centennial Buy-A-Book Campaign
- 2) CENTRE NO LB 00480
- 3) YEAR OF ORIGIN 1989
- 4) PURPOSE Established by the Hamilton Public Library Board to hold funds from public donations in celebration of the Library's 100th anniversary for the purpose of purchasing Library materials to enhance the collection.
- 5) FUNDED WITH SPECIFIC ASSETS YES
- 6) INTEREST EARNED YES
- 7) SEPARATE BANK ACCOUNT NO
- 8) FUNDING SOURCES Public donations
- 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 \$6,965

City of Hamilton  
Treasury

- 1) NAME Sheraton Parking - Lakeview Developments
- 2) CENTRE NO CH 00480
- 3) YEAR OF ORIGIN 1989
- 4) PURPOSE Establish a trust fund to administer a \$400,000 cash payment from Lakeview Development to the City of Hamilton in settlement of parking agreements at the Sheraton Hotel. To be invested and the interest compounded semi-annually until the year 2000 and beyond in order to replace the reinvestment of the surplus if the City had continued operating this parking facility.  
\$1,000,000 Government of Canada Strip Bond - matures Feb 01, 2001  
\$500,000 Sentinel Canada Series Bonds - matures Mar 01, 2008
- 5) FUNDED WITH SPECIFIC ASSETS YES
- 6) INTEREST EARNED YES
- 7) SEPARATE BANK ACCOUNT NO
- 8) FUNDING SOURCES \$400,000 lump sum payment from Lakeview Development
- 9) BALANCE PER GENERAL LEDGER AS AT DEC 31, 1989 \$400,000

# THE CORPORATION OF THE CITY OF HAMILTON

## TRUST FUNDS STATEMENT OF CONTINUITY for the year ended December 31, 1989

	Page 1	Page 2	Page 3
	Hamilton Cemeteries Perpetual Care	Hamilton Cemeteries Pre-Need Assurance	McLaren House Scholarship
Total			
\$	\$	\$	\$
Balance - beginning of year	6,990,542	2,554,337	1,175
Capital Receipts			
Cemetery lots and interments	171,075	143,159	0
Income Receipts			
Interest earned	825,945	251,336	126
Other revenue	464,395	0	0
Transfer from reserve and other funds	209,160	0	0
	1,670,575	394,495	126
Expenditure			
Transfer to revenue fund	279,314	251,336	175
O.H.R.P. loan forgiveness	44,343	0	0
Other	94,629	0	0
Transfer to reserve and other funds	228,692	19,532	0
	646,978	251,336	175
Balance - end of the year	8,014,139	2,697,496	1,126

## BALANCE SHEET as at December 31, 1989

	Hamilton Cemeteries Perpetual Care	Hamilton Cemeteries Pre-Need Assurance	McLaren House Scholarship
Total			
\$	\$	\$	\$
Assets			
Cash	361,909	100,847	0
Accounts Receivable	184,587	30,075	0
	546,496	130,922	0
Investments (Note 2)			
Municipal - own	159,846	103,000	0
Canada	400,000	0	0
Municipal - other	304,000	284,000	0
Other	5,957,458	2,219,454	244,609
Deposit - Hamilton Foundation	410,510	0	0
	7,231,814	2,606,454	244,609
Other			
O.H.R.P. loans (note 3)	708,184	0	0
Due from revenue fund	181,380	0	1,126
	889,564	0	1,126
	8,667,874	2,737,376	246,169
Liabilities			
Due to revenue fund	653,735	39,880	71,072
Balance in fund - capital	4,280,200	2,697,496	1,000
- income	3,733,939	0	126
	8,667,874	2,737,376	246,169



# THE CORPORATION OF THE CITY OF HAMILTON

TRUST FUNDS  
STATEMENT OF CONTINUITY - (Continued)  
for the year ended December 31, 1989

	Page 4	Page 5	Page 6	Page 7
	Museum Acquisition Historical Board \$	Children's Museum Gage Park \$	F. Walden Dundurn Castle \$	F. Walden Library Bequest \$
Balance - beginning of year	18,077	8,037	4,744	31,853
Capital Receipts				
Cemetery lots and interments	0	0	0	0
Income Receipts				
Interest earned	2,281	1,327	599	3,345
Other revenue	580	0	0	7,731
Transfer from reserve and other funds	0	0	0	0
	2,861	1,327	599	11,076
Expenditure				
Transfer to revenue fund	0	0	0	0
O.H.R.P. loan forgiveness	0	0	0	0
Other	0	0	0	33,316
Transfer to reserve and other funds	0	0	0	0
	0	0	0	33,316
Balance - end of the year	20,938	9,364	5,343	9,613

BALANCE SHEET - (Continued)  
as at December 31, 1989

	Museum Acquisition Historical Board \$	Children's Museum Gage Park \$	F. Walden Dundurn Castle \$	F. Walden Library Bequest \$
Assets				
Cash	0	0	0	0
Accounts Receivable	0	0	0	0
	0	0	0	0
Investments (Note 2)				
Municipal - own	0	0	0	40,448
Canada	0	0	0	0
Municipal - other	0	0	0	0
Other	0	0	0	0
Deposit - Hamilton Foundation	0	0	0	0
	0	0	0	40,448
Other				
O.H.R.P. loans (note 3)	0	0	0	0
Due from revenue fund	20,938	9,364	5,343	0
	20,938	9,364	5,343	0
	20,938	9,364	5,343	40,448
Liabilities				
Due to revenue fund	0	0	0	30,835
Balance in fund - capital	20,938	9,364	5,343	9,613
- income	0	0	0	0
	20,938	9,364	5,343	40,448

# THE CORPORATION OF THE CITY OF HAMILTON

## TRUST FUNDS STATEMENT OF CONTINUITY - (Continued) for the year ended December 31, 1989

	Page 8	Page 9	Page 10	Page 11
	Mable Waldon Thompson Estate - Library \$	Special Gift fund Central Library \$	Whitehern Rentals \$	Balfour Estate \$
Balance - beginning of Year	13,208	446,697	3,262	71,170
Capital Receipts				
Cemetery lots and interments	0	0	0	0
Income Receipts				
Interest earned	1,190	53,850	415	6,448
Other revenue	0	6,120	2,090	15,130
Transfer from reserve and other funds	0	0	0	0
	1,190	59,970	2,505	21,578
Expenditure				
Transfer to revenue fund	0	0	0	0
O.H.R.P. loan forgiveness	0	0	0	0
Other	0	24,250	540	14,003
Transfer to reserve and other funds	0	4,462	0	0
	0	28,712	540	14,003
Balance - end of the year	14,398	477,955	5,227	78,745

## BALANCE SHEET - (Continued) as at December 31, 1989

	Mable Waldon Thompson Estate - Library \$	Special Gift fund Central Library \$	Whitehern Rentals \$	Balfour Estate \$
Assets				
Cash	0	80,912	0	0
Accounts Receivable	0	61,414	0	0
	0	142,326	0	0
Investments (Note 2)				
Municipal - own	14,398	0	0	0
Canada	0	0	0	0
Municipal - other	0	0	0	0
Other	0	97,292	0	0
Deposit - Hamilton Foundation	0	266,582	0	0
	14,398	363,874	0	0
Other				
O.R.R.P. loans (note 3)	0	0	0	0
Due from revenue fund	0	0	5,227	78,745
	0	0	5,227	78,745
	14,398	506,200	5,227	78,745
Liabilities				
Due to revenue fund	0	28,245	0	0
Balance in fund - capital	14,398	477,955	5,227	78,745
- income	0	0	0	0
	14,398	506,200	5,227	78,745

# THE CORPORATION OF THE CITY OF HAMILTON

TRUST FUNDS  
STATEMENT OF CONTINUITY - (Continued)  
for the year ended December 31, 1989

	Page 12	Page 13	Page 14	Page 15
	Capital Endowment Library \$	Ketha McLaren Memorial Fund \$	Senior Citizens Club - Playground Equipment \$	Hamilton Historic Board Furnishing Restoration \$
Balance - beginning of year	278,797	11,068	7,387	12,285
Capital Receipts				
Cemetery lots and interments	0	0	0	0
Income Receipts				
Interest earned	11,051	705	932	1,540
Other revenue	3,920	208	0	95
Transfer from reserve and other funds	0	0	0	0
	14,971	913	932	1,635
Expenditure				
Transfer to revenue fund	0	0	0	0
O.H.R.P. loan forgiveness	0	0	0	0
Other	3,354	0	0	188
Transfer to reserve and other funds	0	0	0	0
	3,354	0	0	188
Balance - end of the year	290,414	11,981	8,319	13,732

BALANCE SHEET - (Continued)  
as at December 31, 1989

	Capital Endowment Library \$	Ketha McLaren Memorial Fund \$	Senior Citizens Club - Playground Equipment \$	Hamilton Historic Board Furnishing Restoration \$
Assets				
Cash	0	0	0	0
Accounts Receivable	8,403	500	0	0
	8,403	500	0	0
Investments (Note 2)				
Municipal - own	0	0	0	0
Canada	0	0	0	0
Municipal - other	0	0	0	0
Other	177,704	0	0	0
Deposit - Hamilton Foundation	133,275	10,653	0	0
	310,979	10,653	0	0
Other				
O.H.R.P. loans (note 3)	0	0	0	0
Due from revenue fund	0	828	8,319	13,732
	0	828	8,319	13,732
	319,382	11,981	8,319	13,732
Liabilities				
Due to revenue fund	28,968	0	0	0
Balance in fund - capital	290,414	11,981	8,319	13,732
- income	0	0	0	0
	319,382	11,981	8,319	13,732

# THE CORPORATION OF THE CITY OF HAMILTON

## TRUST FUNDS

### STATEMENT OF CONTINUITY - (Continued)

for the year ended December 31, 1989

	Page 16	Page 17	Page 18	Page 19
	Ontario Home Renewal Program \$	Baby Dispensary Guild Trust \$	Hubert Washington Memorial Fund \$	Elizabeth Herron Trust Fund \$
Balance - beginning of year	3,312,323	45,884	1,175	2,350
Capital Receipts				
Cemetery lots and interments	0	0	0	0
Income Receipts				
Interest earned	456,537	5,135	126	252
Other revenue	0	0	0	0
Transfer from reserve and other funds	204,698	0	0	0
	661,235	5,135	126	252
Expenditure				
Transfer to revenue fund	0	0	175	350
O.H.R.P. loan forgiveness	44,343	0	0	0
Other	18,903	0	0	0
Transfer to reserve and other funds	204,698	0	0	0
	267,944	0	175	350
Balance - end of the year	3,705,614	51,019	1,126	2,252

### BALANCE SHEET - (Continued) as at December 31, 1989

	Ontario Home Renewal Program \$	Baby Dispensary Guild Trust \$	Hubert Washington Memorial Fund \$	Elizabeth Herron Trust Fund \$
Assets				
Cash	172,155	10,396	0	0
Accounts Receivable	79,956	278	0	0
	252,111	10,674	0	0
Investments (Note 2)				
Municipal - own	0	2,000	0	0
Canada	0	0	0	0
Municipal - other	0	20,000	0	0
Other	3,200,054	18,345	0	0
Deposit - Hamilton Foundation	0	0	0	0
	3,200,054	40,345	0	0
Other				
O.H.R.P. loans (note 3)	708,184	0	0	0
Due from revenue fund	0	0	1,126	2,252
	708,184	0	1,126	2,252
	4,160,349	51,019	1,126	2,252
Liabilities				
Due to revenue fund	454,735	0	0	0
Balance in fund - capital	0	23,198	1,000	2,000
- income	3,705,614	27,821	126	252
	4,160,349	51,019	1,126	2,252

# THE CORPORATION OF THE CITY OF HAMILTON

## TRUST FUNDS

### STATEMENT OF CONTINUITY - (Continued)

for the year ended December 31, 1989

	Page 20	Page 21	Page 22	Page 23
	Jessie Ann Skingley Bequest Library \$	Ma' Anaham Project Library \$	Centennial Art Commission Library \$	Centennial Buy-A-Book Campaign Library \$
Balance - beginning of year	0	0	0	0.
Capital Receipts				
Cemetery lots and interments	0	0	0	0
Income Receipts				
Interest earned	0	0	1,472	0
Other revenue	0	556	21,000	6,965
Transfer from reserve and other funds	4,462	0	0	0
	4,462	556	22,472	6,965
Expenditure				
Transfer to revenue fund	0	0	0	0
O.H.R.P. loan forgiveness	0	0	0	0
Other	0	0	75	0
Transfer to reserve and other funds	0	0	0	0
	0	0	75	0
Balance - end of the year	4,462	556	22,397	6,965

### BALANCE SHEET - (Continued)

as at December 31, 1989

	Jessie Ann Skingley Bequest Library \$	Ma' Anaham Project Library \$	Centennial Art Commission Library \$	Centennial Buy-A-Book Campaign Library \$
Assets				
Cash	0	0	0	0
Accounts Receivable	0	0	0	0
	0	0	0	0
Investments (Note 2)				
Municipal - own	0	0	0	0
Canada	0	0	0	0
Municipal - other	0	0	0	0
Other	0	0	0	0
Deposit - Hamilton Foundation	0	0	0	0
	0	0	0	0
Other				
O.H.R.P. loans (note 3)	0	0	0	0
Due from revenue fund	4,462	556	22,397	6,965
	4,462	556	22,397	6,965
	4,462	556	22,397	6,965
Liabilities				
Due to revenue fund	0	0	0	0
Balance in fund - capital	4,462	556	22,397	6,965
- income	0	0	0	0
	4,462	556	22,397	6,965



# THE CORPORATION OF THE CITY OF HAMILTON

## TRUST FUNDS STATEMENT OF CONTINUITY - (Continued) for the year ended December 31, 1989

Page 24

	Sheraton Parking- Lakeview Development \$
Balance - beginning of year	0
Capital Receipts	
Cemetery lots and interments	0
Income Receipts	
Interest earned	0
Other revenue	400,000
Transfer from reserve and other funds	0
	<u>400,000</u>
Expenditure	
Transfer to revenue fund	0
O.H.R.P. loan forgiveness	0
Other	0
Transfer to reserve and other funds	0
	<u>0</u>
Balance - end of the year	<u><u>400,000</u></u>

## BALANCE SHEET - (Continued) as at December 31, 1989

	Sheraton Parking- Lakeview Development \$
Assets	
Cash	0
Accounts Receivable	0
	<u>0</u>
Investments (Note 2)	
Municipal - own	0
Canada	400,000
Municipal - other	0
Other	0
Deposit - Hamilton Foundation	0
	<u>400,000</u>
Other	
O.H.R.P. loans (note 3)	0
Due from revenue fund	0
	<u>0</u>
	<u><u>400,000</u></u>
Liabilities	
Due to revenue fund	0
Balance in fund - capital	400,000
- income	0
	<u>400,000</u>

F.

FOR ACTION

TO: Mr. J. Thompson, Secretary, ✓ JUL 17 1990  
Finance and Administration Committee

FROM: Mr. D. W. Vyce,  
Director of Property

SUBJECT: HAMILTON EATON CENTRE LEGAL FEES Date: 17 July 1990

RECOMMENDATION:

That the account of Martin and Martin, Barristers and Solicitors in the sum of \$1,299.70 for services rendered from January 30, 1990 to June 28, 1990 on behalf of the City in connection with the Hamilton Eaton Centre Project be approved for payment.

The City Treasurer concurs that this sum be financed from Account CH 5X9270 0102, Reserve for Property Purchases.

BACKGROUND:

In adopting Item 9 of the 20th Report of the Executive Committee, City Council on September 30, 1986 authorized the retaining of Martin and Martin, Barristers and Solicitors to provide legal services to the City with respect to the Hamilton Eaton Centre and York Blvd. Parkade Development.

Their Account for services rendered from January 30, 1990 to the end of June 28, 1990 has been submitted for payment in the sum of \$1,299.70.

We have reviewed the Account and find it to be fair and reasonable.

Accordingly, it is recommended for payment.

c.c. Ms. P. Noe` Johnson, City Solicitor  
Attention: Mr. D. Powers

Mr. E. C. Matthews, City Treasurer

martin&martin invoice

# MARTIN & MARTIN

LAWYERS

ARGUE MARTIN, Q.C.  
D'ARCY LUXTON, Q.C.  
CHERYL ROBERTSON  
KIMBERLEY EDWARD

HUBERT MARTIN, Q.C.  
MARY LOU DINGLE, Q.C.  
LYNN NIEDERMEIER  
LYNDA PAYTON

MARTIN LUXTON, Q.C.  
LAWRENCE BREMNER  
CHERYL LAFRENIÈRE  
JANE BENNETT

MAILING ADDRESS  
BOX 970, STATION A  
HAMILTON, ONTARIO L8N 3P9

NORWICH UNION LIFE BUILDING  
4 HUGHSON STREET SOUTH, HAMILTON  
TELEPHONE (416) 528-5936  
FAX (416) 523-4144

June 28, 1990

Mr. D.W. Vyce, Director of Real Estate  
The Corporation of the City of Hamilton  
71 Main St. W.  
Hamilton, Ont.  
L8N 3T4

Dear Sir:


Re: City of Hamilton - Eaton Centre - Old  
Agreement Releases - MacNab St. Truck Tunnel

I now enclose our legal accounts for the above two matters for services rendered to date, which I trust you will find satisfactory.

My time breakdown is as follows:

Old Agreement Releases - 3.0 hours  
MacNab St. Truck Tunnel - 4.75 hours

Yours truly,  
MARTIN & MARTIN

  
per Lynn Niedermeier

LN/1  
Encl.

Property Department  
Real Estate Division

Date July 3/90

File No.	Inf.	Act
<input checked="" type="checkbox"/> Director		
<input type="checkbox"/> Manager		
<input type="checkbox"/> Chief Appraiser		
<input type="checkbox"/> Architect Div.		
<input type="checkbox"/> Prop. Mgmt. Div.		
<input type="checkbox"/> Secretary		

The Corporation of the City of Hamilton  
71 Main St. West  
Hamilton, Ont.  
L8N 3T4

June 28, 1990

IN ACCOUNT WITH

ACCOUNTS ARE DUE WHEN RENDERED. INTEREST WILL  
BE CHARGED ON ANY UNPAID BALANCE AT THE RATE  
OF 15 PER CENT PER ANNUM COMMENCING ONE  
MONTH AFTER DELIVERY.

MARTIN & MARTIN  
LAWYERS  
BOX 970, STATION A  
HAMILTON, ONTARIO L8N 3P9

Re: City of Hamilton - Eaton Centre - MacNab  
Street Truck Tunnel Easement

FOR PROFESSIONAL SERVICES rendered in conn-  
ection with the above matter from April 3,  
1990 to date, including review of corres-  
pondence from Mr. David Powers; meeting with  
Mr. Powers and Mr. D.W. Vyce to discuss terms  
of easement; amending draft easement;  
discussions with Mr. Stephen Belgue; forwarding  
redrafted easement agreement to Mr. Powers and  
Mr. Belgue; all other services and corres-  
pondence,

FEE \$ 760.00

DISBURSEMENTS

Fax transmissions	\$ 7.00	
Registry Office copies	\$ 6.00	
	<u>\$13.00</u>	\$ 13.00

Re: City of Hamilton - Eaton Centre - Releases  
of Old Agreements on Title

FOR PROFESSIONAL SERVICES rendered in conn-  
ection with the above matter from January 30,  
1990 to date, including review of draft releases  
prepared by Eaton's solicitors; correspondence  
with Mr. David Powers and Mr. D.W. Vyce; dis-  
cussions with Eaton's solicitor's clerk regarding  
Market Stallholders Association; forwarding  
releases to Mr. Vyce for execution by Mayor and  
City Clerk; receiving executed releases and for-  
warding to Eaton's solicitors; correspondence  
regarding good standing of current Development  
and Bridge Agreements; all other services and  
correspondence,

FEE \$ 480.00

DISBURSEMENTS

Paid for file search	\$37.00	
Paid courier	\$ 7.95	
Fax transmissions	\$ 1.75	
	<u>\$46.70</u>	\$ 46.70

TOTAL FEES AND DISBURSEMENTS \$1299.70

MARTIN & MARTIN

  
per Lynn Niedermeier  
LN/1





# HAMILTON PUBLIC LIBRARY

G.

55 YORK BOULEVARD, BOX 2700, STATION A.      Envy Address: HAM.PUB.LIB.  
HAMILTON, ONTARIO L8N 4E4      Tel: (416) 529-8111, Fax: (416) 529-5326

JUN 08 1990

June 7, 1990

Alderman Brian Hinkley, Chairman  
Finance & Administration Committee  
The Corporation of the City of Hamilton  
City Hall  
71 Main Street West  
HAMILTON, Ontario L8N 3T4

**Attention:**      **John Thompson, Secretary, Finance & Administration Committee**

Dear Alderman Hinkley:

**Re: Feasibility of Establishing a Municipal Archive**

The Hamilton Public Library Board, acting on a resolution of City Council dated September 1, 1987, established an Archives Committee reporting to the Library Board. The resolution reads as follows:

**"That the City Council request the Hamilton Public Library to provide a report outlining the studies and actions necessary for the development of a City Archive".**

Under the Chairmanship of Alderman David Christopherson, the Archives Committee initiated a review of the current issues regarding municipal archives and consulted broadly with representatives of area municipalities, local boards and commissions.

As a result of consultation, the Library Board developed a budget for a feasibility study for a municipal archives and initiated a grant from the Ministry of Culture & Communications for matching funding.

The Library Board recently received confirmation that the provincial funding is in place.

CHIEF EXECUTIVE OFFICER: Judith McAnanama

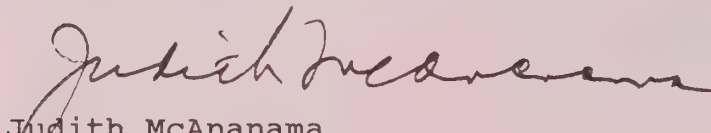
LIBRARY BOARD: Alderman David Christopherson, Linda Church, Perce Diebel, Angelo Dilanni, Jackie Isbester, Doreen Johnson, Margaret McGillivray, Tom Radigan, Peter Rogers, Alderman John Smith, John Syko

As well, a number of local municipalities, boards and commissions have agreed to take part in the study and assist with the funding.

I have attached for the Committee's information the final report of the Archives Committee which was endorsed by the Library Board at its meeting of May 28th, 1990.

This report constitutes the Library Board's report regarding its actions to respond to the City Council resolution. If the Committee wishes further information regarding the activities of the Board, we would be pleased to answer further questions.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Judith McAnanama", written in a cursive style.

Judith McAnanama  
Chief Executive Officer/Secretary

JMCA/kc  
Attach.

**FINAL REPORT OF THE HAMILTON PUBLIC LIBRARY BOARD**  
**RE: DEVELOPMENT OF A CITY ARCHIVE**  
**DATED JUNE 7, 1990**

**I. ARCHIVES: INTRODUCTION**

Archival materials encompass a wide range of form and media, all of which are intended to communicate and transmit information. Nonetheless, they have one thing in common: after careful appraisal they are deemed worthy of long term or permanent preservation. Created in response to both research and administrative needs, archives serve a very broad clientele. Researchers from a multitude of disciplines and with a wealth of interests ranging from academics to members of the general public turn to archives when studying the past.

Archives also serve as a corporate memory of their sponsoring agency, whether public or private institutions. Archives consequently are a practical response to the need for quick access to reliable information which enables decision makers to act with full possession of the facts of the past. Moreover, as part of the process of records management, archives are an important factor contributing to the development of efficient and cost-effective administration.

In Ontario, the enactment of the Freedom of Information and Protection of Privacy Act at the municipal/local level, as of January 1st, 1991, not only will make it critical that municipalities adopt good record management practices, but also reinforces and highlights the importance of archives at the municipal level.

**II. ESTABLISHMENT OF ARCHIVES COMMITTEE**

In December, 1987, at the request of Hamilton City Council, the Hamilton Public Library Board established a committee to examine the need for a municipal archive in Hamilton. Members of this committee were drawn from City Council, the Library Board, the Hamilton Historical Board, the City Clerk's Office and the Special Collections Department of the Hamilton Public Library.

The Committee was composed of the following:

Alderman David Christopherson, Chair  
Tom Radigan, Hamilton Public Library Board  
Judith McAnanama, C.E.O., Hamilton Public Library  
Carolyn Gray, Hamilton Historical Board  
Stan Hollowell, City Clerk's Office  
Brian Henley, Special Collections Department, Hamilton  
Public Library

The Committee established the following as the scope of their work:

1. The development of a collection policy statement for a future municipal archive.
2. A review of the Hamilton Public Library's Special Collections mandate.
3. A review of current initiatives in the province regarding municipal archives.
4. A review of the Freedom of Information and Protection of Privacy Act.
5. A review of various literature regarding existing archival models and principles.
6. A brief review of the current status of the archives of the Regional Municipality of Hamilton-Wentworth and the City of Hamilton.

In the course of its deliberations, the Committee decided to broaden the geographical scope of its investigation to include, not only the City of Hamilton, but also the Regional Municipality of Hamilton-Wentworth, its constituent municipalities and townships and various regional/municipal boards and commissions.

The Committee hosted three (3) planning lunches to which representatives from the area municipalities and regional municipal boards and commissions were invited. The concept of the establishment of a municipal archive was explored and preliminary discussions regarding support for the initiation of a feasibility study took place. As a result of these meetings, the representatives attending expressed support for a feasibility study.



Upon completion of this work the Archives Committee recommended to the Hamilton Public Library Board that a feasibility study for the establishment of an archive of municipal records be initiated and that the possibility of utilizing provincial funds matched with municipal and local board contributions be explored.

The Hamilton Public Library Board at its meetings of April 17, 1989 and November 20, 1989 passed the following motions:

1. That the Hamilton Public Library Board allocate the sum of \$2,000.00 representing its share of the cost of hiring a consultant to conduct a feasibility study for the establishment of an archive of municipal records. (April 17, 1989)
2. That the Hamilton Public Library Board undertake a feasibility study for the establishment of an archive of municipal records within the Hamilton Wentworth Region and make a request for a grant under the Cultural Facilities Improvement Program, and (November 20, 1989)
3. That the Hamilton Public Library Board manage the feasibility study and establish an appropriate account so that participants may transfer their committed funds to the Library Board for deposit and payment approval once the study is underway. (November 20, 1989)

### **III. SUMMARY OF THE ARCHIVE COMMITTEE INVESTIGATION**

In the century and a half since the City of Hamilton was incorporated, a large proportion of the records generated by the City and its agencies and boards have been lost, destroyed or otherwise alienated from their creating agency. In spite of this, a considerable amount of archival material remains. It has proven invaluable for research done by academics from a wide range of disciplines and the general public and has proved important in the conduct of City business particularly with reference to court cases.

During its review of archive reports, the Committee concluded that municipalities often are faced with a quandry when dealing with their records. On the one hand, often they are hesitant to destroy or otherwise dispose of records in the belief that they may be needed at a later date.



On the other hand, it is impossible to preserve each record which is created in the conduct of municipal business: this is cost prohibitive and leads to confusion and overcrowding. In the case of the City of Hamilton, historical records have been listed for destruction in municipal bylaws. Material, deemed to be expendable, a portion of which today would be viewed to constitute a valuable archive record, both as evidence of the operations of local government and as a research source, ranged from committee minute books to departmental scrapbooks, ledgers, journals and correspondence.

Currently, retention and preservation of municipal records in Hamilton is governed and regulated by the City of Hamilton's Records Retention Bylaw (No. 81-21 A) which was prepared in accordance with statutory requirements. The bylaw provides schedules of records to be retained by each department with descriptions of materials involved and notations concerning the period of retention.

In the course of its investigation, the Committee determined that there is no central repository for archival materials generated by the local municipalities. Municipal departments traditionally have retained physical custody over their own historical records and determined user access in cases where material could be located and retrieved. Records are scattered among numerous locations which do not meet recognized standards for storage and environmental controls.

Some municipal departments have transferred their historical records to the Special Collections Department of the Hamilton Public Library:

This action has lead to serious overcrowding. City departments faced similar overcrowding and, focussed on more immediate operational requirements, often are unable to ensure the viability of the archival material in their custody and to meet the rapidly growing demand on the part of the public for access.

An additional and important factor contributing to the lack of central control is the absence of a comprehensive records retention bylaw prepared not only according to the statutory requirements determining records retention (i.e. the Municipal Act) but also with an awareness of the archival value of records. The Committee is aware that archives and good records management practices go hand in hand.

The Committee concluded that this situation, combined with increased public demand for access to records, and the requirements of the Ontario Government's Freedom of Information and Protection of Privacy Act to be enacted at the municipal level in January 1991, make it imperative that the historical records of the local municipalities and boards be preserved, vetted and made accessible. The Freedom of Information Act permits the right of access to information in accordance with the principles that information should be available to the public, that exemptions to the right of access should be limited and specific, and that the personal privacy of individuals must be protected. In order to respond to the Act, municipalities/boards will need to have good records management practices in place. Moreover, the Act holds the potential of increasing public demand for municipally generated records.

The Committee recognized that the creation of an archives would be of great assistance in responding to the Act in the long term.

#### IV. DESCRIPTION OF THE PROPOSED STUDY

The proposed study will assess the state of records management of municipally generated records within the Hamilton/Wentworth Region, determine the scope of a municipal archives which is necessary, and propose an implementation plan for the establishment of a municipal archive.

The study participants will include:

- The City of Hamilton
- The Regional Municipality of Hamilton/Wentworth
- Hamilton Entertainment and Convention Facilities Inc. (HECFI)
- The Hamilton Public Library Board
- The Town of Ancaster
- The Town of Dundas
- The Township of Flamborough
- The Township of Glanbrook
- The Hamilton/Wentworth Regional Police
- The Hamilton Board of Education
- The Hamilton/Wentworth Roman Catholic Separate School Board

The study will be carried out by a consultant, or a number of consultants, who will be hired by and report to a broad-based Steering Committee.

The selected consulting firm will be required to include personnel with expertise in records management, archives management and facility planning.

The Steering Committee will be composed of the following members:

Councillors: Hamilton - one member

Hamilton/Wentworth Region - one member

Other Municipalities - one member to represent each area municipality

Hamilton Public Library Board - one member

Hamilton Public Library - Chief Executive Officer

City of Hamilton Clerk's Office - one member

Hamilton/Wentworth Region Clerk's Office - one member

School Boards - one member from each board

Hamilton-Wentworth Regional Police Commission - one member

H.E.C.F.I. (Hamilton Entertainment & Convention Facilities Inc.) - one member

Archives Committee members will act as resource people to the Steering Committee.

The study shall include:

1. The identification of municipal record holdings and their use.
2. The identification of capital and operating costs and the development of a costing model.
3. The description of space requirements.
4. The development of a storage model.



The consultant will prepare a report for each participant which will:

- i) Describe the impact upon the need of access to the municipal records by the Freedom of Information and Privacy Act.
- ii) Describe the state of records management of its municipally generated record.
- iii) Identify any specific improvement in existing records management activities/policies required to contribute towards a functioning municipal archive.

The consultant also will prepare a master report which will:

- i) summarize the state of records management of each participant and the impact of the Freedom of Information Act upon the need of access to those records.
- ii) document the extent to which support exists for the creation of a centralized municipal archives.
- iii) propose a plan of action to implement the findings of the study.

It is anticipated that the study will require six (6) months to complete from the date of retaining the consultant.

#### **V. BENEFIT OF INITIATING A FEASIBILITY STUDY**

The Archives Committee believes that a feasibility study on behalf of the area municipalities and local boards and commissions will provide a mechanism to maximize the benefits and to minimize the costs of examining the archival material generated at the municipal level and to provide sufficient information to be used as a planning guide for the future preservation and accessibility of these records to the community.

The feasibility study will achieve the following objectives:

1. Identification of municipal record holdings and their use.
2. A description of space requirements.

3. The identification of an appropriate storage model or models.
4. The identification of the capital costs necessary to fund the establishment of one or more municipal/local board archives.
5. The identification of the operating costs necessary to maintain these archives.
6. The identification of the extent to which support exists for the creation of a centralized municipal archives.
7. The development of a plan of action to implement the findings of the study.

## VI. CONCLUSION

The Hamilton Public Library Archives Committee, through its investigation, has concluded that the development of a long term plan to ensure the preservation and accessibility of municipal records is necessary. It is the Committee's belief that whether heritage is defined as being a building, museum, artifact or archival record, it is a non-renewable resource. The protection of our municipal heritage is essential. It is the expectation of the Committee that the recommendations emanating from the feasibility study will provide the foundation to ensure that Hamilton-Wentworth will preserve the knowledge and municipal experience that has been developed over two (2) centuries. Our municipal archives have suffered from the lack of appropriate attention and financial support. The Archives Committee believes that the introduction of the Freedom of Information and Protection of Privacy Act provides a timely catalyst for the long range planning for the preservation of our municipal records.



VII. APPENDICES

APPENDIX I - MUNICIPAL ARCHIVES COLLECTION POLICY

APPENDIX II - HAMILTON PUBLIC LIBRARY SPECIAL COLLECTIONS  
MANDATE

APPENDIX III - TERMS OF REFERENCE FOR A FEASIBILITY STUDY FOR  
THE ESTABLISHMENT OF AN ARCHIVE OF MUNICIPAL  
RECORDS



## APPENDIX I

### MUNICIPAL ARCHIVES COLLECTION POLICY

The primary focus of records' acquisition in the Municipal Archives shall consist of public records; that is, records generated by the Municipalities/Local Boards and School Boards of Hamilton-Wentworth (excluding the City of Stoney Creek and the Wentworth County Board of Education) their departments, committees, task forces, and organizations. Any and all corporate records which reflect the history of the office, its growth and change, its staff and programmes, its policies, procedures and relationships fall within the purview of this mandate. "Records" shall be defined as any correspondence, memoranda, forms, films, sound recordings, microfilm, variable data forms, or other documentary material regardless of physical form or characteristic created in, acquired, or received by a department, civic board, or agency in pursuance of civic law or in connection with the transaction of public business.

Public records which have historic value and have been alienated from the originating body will be sought out and transferred directly to the Archives.

The Municipal Archives shall collect private, non-government records which relate to the history of municipal government in Hamilton-Wentworth that is, the personal records of elected officials and public servants at the termination of their term of office.

November, 1989 Revised



## APPENDIX II

### Hamilton Public Library

#### SPECIAL COLLECTIONS MANDATE

Formed in October, 1974, the Special Collections Department assumed responsibility for three distinct subject collections already existing within the Hamilton Public Library system. A brief description of each collection and its mandate follows:

##### 1. Rare Books/Special Editions

This collection contains examples of early printed books, fine bindings, limited editions, signed copies, etc. Special Collections adds to this collection on a regular basis via purchase and donations - a representative rather than a comprehensive collection mandate.

##### 2. Canadiana Collection

One of the most comprehensive collections extant of books about Canada, by Canadians or published in Canada, published before the year 1951. This collection began with the formation of the first Hamilton Public Library in 1889, and became a separate reference only collection in 1914. Subject areas emphasized in collection development include Ontario local histories, and books relating to Arctic exploration and the War of 1812.

##### 3. Local History Collection

Formerly known as the Hamilton Collection, the mandate for this set of materials has been expanded to include the geographical boundaries of the Regional Municipality of Hamilton-Wentworth.

The mandate of the Local History Collection is to collect, preserve and make publically accessible, information in a wide variety of formats, relating to individuals and organizations involved in the historical development of the City of Hamilton and the former Wentworth County (currently known as the Regional Municipality of Hamilton-Wentworth).

The Local History Collection includes the following types of material:



### **3.1 Books**

General historical works relating to the City of Hamilton and the surrounding communities in the Regional Municipality of Hamilton-Wentworth. Fiction, poetry and other works written by authors born in, or residing in Hamilton-Wentworth plus city and suburban directories.

### **3.2 Newspapers and Periodicals**

Magazines and newspapers published in Hamilton-Wentworth. Extensive microfilm collections of greater Hamilton area newspapers from the early nineteenth century to the present. Extensive newspaper clipping files and scrapbooks carefully indexed for information relating to Hamilton-Wentworth subject areas.

### **3.3 Maps**

A substantial map collection and aerial photographs of Hamilton-Wentworth area.

### **3.4 Photograph Collection**

A major collection of historical and current photographs relating to subjects in the Regional Municipality of Hamilton-Wentworth. Portraits, streetscapes, views of buildings and views of special events are emphasized.

### **3.5 Archives**

Original, primary historical documents relating to individuals and organizations within the City of Hamilton and the former County of Wentworth. Includes correspondence, diaries, business and family papers, legal documents (i.e. wills, deeds) book manuscripts, etc.

### **3.6 Genealogy Collection**

An extensive collection of materials useful for genealogists tracing family connections of residents of Hamilton-Wentworth area. Includes census rolls, various Birth, Death and Marriage Registers from townships in former Wentworth County, Voters' Lists, Funeral records, assessment rolls, etc.

DATE: June 26th, 1990

MEMO TO: John Thompson, Secretary, Finance & Administration Committee, City of Hamilton

FROM: Judith McAnanama, Chief Executive Officer

SUBJECT: APPENDIX III - ARCHIVES - TERMS OF REFERENCE

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Please find attached a copy of Appendix III Terms of Reference re: Archives project as requested.

*Jar*  
JMCA/kc  
Attach.



**FINAL**

**TERMS OF REFERENCE**

**FOR A FEASIBILITY STUDY FOR THE ESTABLISHMENT  
OF AN ARCHIVE OF MUNICIPAL RECORDS**

**February 5, 1990**

**I. BACKGROUND**

In December, 1987, at the request of Hamilton City Council, the Hamilton Public Library Board established a committee to examine the need for a municipal archive in Hamilton. Members of this Committee were drawn from Hamilton City Council, the Hamilton Public Library Board, the Hamilton Historical Board, the Hamilton City Clerk's office, and the Special Collections Department of the Hamilton Public Library.

In the course of their deliberations, the Committee decided to broaden the geographical and administrative scope of their investigation in order to incorporate, not only the City of Hamilton, but also the Regional Municipality of Hamilton-Wentworth, its constituent municipalities and townships and various regional/municipal boards.

In the century and a half since the City of Hamilton was incorporated, a large proportion of the records generated by the City have been lost, destroyed or otherwise alienated from their creating agency. In spite of this, a considerable amount of historical material remains. It has proven invaluable for research done by academics from a wide range of disciplines and the general public, and has assisted in the conduct of city business, particularly with reference to court cases.

There is no central repository for historical material. Each department retains physical custody over its own historical records and determines user access in cases where material can be located and retrieved. Records are scattered among numerous locations which do not have appropriate storage and environmental controls.

City departments are unable, to ensure the viability of material in their custody, and to meet the rapidly growing demand on the part of the public for access.

An additional factor contributing to the absence of central control is the lack of a comprehensive records retention by-law.

This situation, combined with increased demand for public access and the requirements of the Ontario Government's Freedom of Information and Privacy Act, to be enacted at the municipal level in January of 1991, makes it imperative that the historical records of the City be preserved, vetted and made accessible. It was in recognition of the City's responsibility and obligations to its historical records, and of a desire to correct the existing situation that the Archives Committee was established.

Two meetings were held with representatives from area municipalities/boards on September 20, 1988 and January 19, 1989.

It was agreed to expand the scope of the study to encompass all municipally generated archives within the Hamilton-Wentworth Region. Therefore, it has been determined that a study should be undertaken to examine the feasibility of creating an archive for municipally generated records within the Hamilton-Wentworth Region.

The study will include:

- The City of Hamilton
- The Regional Municipality of Hamilton-Wentworth
- Hamilton Entertainment & Convention Facilities Inc.
- The Hamilton Public Library Board
- The Town of Ancaster
- The Town of Dundas
- Town of Flamborough
- Township of Glanbrook
- Hamilton-Wentworth Regional Police
- The Hamilton Board of Education
- The Hamilton-Wentworth Roman Catholic Separate School Board

## II. PURPOSE OF THE STUDY

The study will assess the state of records management of municipally generated records within the Hamilton-Wentworth region, determine the scope of a municipal archives which is necessary and propose an implementation plan for the establishment of a municipal archives.



### III. INFORMATION AVAILABLE TO THE CONSULTANTS

In conducting this feasibility study, the consultant should review the background materials compiled by the Archives Committee, the current records retention by-laws for the study participants and the report of the consultant for a Regional Records Centre for the Regional Municipality of Hamilton-Wentworth.

Collection scope policies have been developed for the Hamilton Public Library Special Collections Department and the proposed Municipal Archives. These policies are attached in Appendix No. 1 and define the collection jurisdiction of each facility. It should be noted that it is anticipated that the municipal archive will collect the personal records of elected officials and public servants. This portion of the collection is not part of this feasibility study.

The minutes of the committee and the reports prepared for the committee, including the Hamilton Public Library Special Collections Department's draft mandate and the proposed Archives Collection Policy also are to be reviewed.

The consultant will review the 1986 survey of the Historical Records of the City of Hamilton, 1847-1973 by C. Gray, which provides a preliminary analysis and arrangement of municipally-generated records held by the City of Hamilton and the Hamilton Public Library, the Archives Grant Guide published by the Ontario Association of Archivists, and Bulletin 46, Records Retention By-laws, published by the Ministry of Municipal Affairs and Housing.

In developing the alternative archival models, special attention should be paid to the examples of the City of Ottawa Archives, the Metropolitan Toronto Archives, and the Simcoe County Archives, and visits arranged to these institutions if so required.

### IV. SCOPE OF STUDY

#### 1. Identification of Municipal Record Holdings and Their Use.

The consultant will conduct a municipal records inventory of each participating body in order to determine the state of current records management practices in the Hamilton-Wentworth Region.

The inventory will identify, by owner, the size of the record holding, including:

- the volume of inactive and active records
- the volume of records which can be determined to be archival
- the range and volume of formats to be stored and,
- the anticipated future growth of the records which will eventually be deemed archival.

The consultant will identify the volume of records which can be determined to be related to operations of which it is anticipated a small percentage will be eligible for archive purposes.

The Consultant will define, within the context of the approved archive collection guidelines, (see attached) and relative to the inventory of municipal records completed, the amount of municipal records which exist for each municipality/local board, the location of those holdings and the users of those records.

In determining the location of the municipal records, the consultant will include information regarding ownership of the records and the current regulations regarding access to the records, including the existence of a records retention by-law.

The consultant will describe the extent to which the existing municipal records are accessible to the range of users who have been identified as requiring access.

The consultant will describe the various methods of retrieval, the application of indexing models and the use of automation.

The consultant will examine the impact of the Freedom of Information and Privacy Act upon the existing municipal records. The consideration of the impact of the Act will include answers to such questions as:

- will there be a significant increase in the number of users requiring access to the municipal records?
- will the number of municipal records currently open to the public require special handling in order to satisfy the privacy portion of the Act?

- will each municipality and/or local board be required to provide additional staff resources to manage the requests for access?

The consultant will determine the current level of satisfaction by the users of municipal records and identify areas requiring improvement.

## 2. Description of Space Requirements

Based upon the records inventory completed, the consultant shall determine the current volume of records, the growth of those records over twenty-five (25) years, and identify the extent to which all of the held records are eligible for archival storage.

The consultant will recommend the physical environment needed to maintain the records to accepted archival standards; the number of staff needed to ensure that appraisal processing, conservation and access requirements are met, and the administrative structure needed to ensure that the records are managed in a manner which reflects the requirements of the Municipal Act, the Freedom of Information and Privacy Act, and any other relevant provincial acts which affect municipal/local board records.

The consultant shall identify the size and type of facility/facilities that are required and the physical locations which will ensure, both ease of access, and proper environmental control.

The consultant will identify the existing forms of archival records, i.e.:

- microreprographic
- electronic conversion
- original format, etc.

## 3. Storage Model

The consultant will contact all municipalities and local boards located within the Hamilton-Wentworth Region to determine the willingness of each municipality/board to store archival records in a central storage location.



The consultant shall, based upon the willingness of the owners of archives to share storage facilities, and based upon space requirements and need of access to the archives, recommend whether or not the archives will be stored in one central location or will be distributed within the Hamilton-Wentworth Region. Consideration should be given to whether or not there is support for sub-categories of central storage or sub-units of centralized storage.

#### **4. Costs**

The consultant will identify the capital costs of leasing or new construction necessary to fund the establishment of one or more municipal/local board archives and shall identify all start-up operating costs, and the annual operating costs necessary to maintain the services over five (5) years.

The consultant will identify the level of support available from the key funding bodies within the Hamilton-Wentworth Region, (e.g. Hamilton-Wentworth Regional Council, City of Hamilton Council, area municipalities and local area boards).

The consultant will also investigate additional and/or alternative sources of funding and/or the potential for local corporate sponsorship.

In the event that the consultant is able to identify more than one body willing to deposit its municipal records in a municipal archive, the consultant will develop and recommend appropriate cost sharing formulas of both capital and operating costs for the operation of the archive.

The consultant will recommend whether or not the project is feasible, identify the benefits to be achieved through the project and describe the costs/consequences to interests of participant organizations if an archive is not established.

#### **5. Consultant Recommendations**

**5.1** The consultant will prepare a report for each participant which will:

- Describe the impact upon the need of access to the municipal records by the Freedom of Information and Privacy Act.

- Describe the state of records management of its municipally generated records.
  - Identify any specific improvements in existing records information management activities/policies required to contribute towards a functioning municipal archive.
- 5.2 The consultant will prepare a master report which:
- will summarize the state of records management of each participant and the impact of F.O.I. upon the need of access to those records.
  - will document the extent to which support exists for the creation of a centralized municipal archives, and
  - will propose a plan of action to implement the findings of the study.

## V. MANAGEMENT OF THE PROJECT

### 1. Steering Committee

The project should be managed by a steering committee comprised of members of the organizations listed below. The steering committee will replace the Hamilton Public Library Archives Committee.

The committee structure proposed is as follows:

Councillors:	<p>Hamilton - one (1) member.</p> <p>Hamilton-Wentworth Region - one (1) member.</p> <p>Other municipalities - one (1) member to represent each area municipality.</p>
Library:	Chief Executive Officer - Hamilton Public Library.
Clerk's Offices:	<p>Hamilton - one (1) member.</p> <p>Hamilton-Wentworth Region - one (1) member.</p>
School Boards:	One (1) member from each board.
Regional Police Commission:	One member.



Hamilton Public  
Library Board: One member.

Archives Committee  
(Library): Will act as resource people to steering  
committee.

## 2. Study Management

The consultant will report on a regular basis to the steering committee who in turn will make copies available to their respective organizations.

### i) Meetings

The chairman, or his/her representative, will arrange and conduct all meetings. A quorum will be fifty (50%) percent plus one (1) of all members.

### ii) Questionnaire

The designing of questionnaires will be the function of the consultant. The committee may request that the consultant seek advice from the Ontario Archives to ensure that proper questions are being asked.

The administering of the survey questions will be the responsibility of the consultant with the co-operation of the participating municipal clerks, and the directors of education of participating school boards.

### iii) Conducting Interviews

The consultant will interview those municipal officers whose input is required to gather the data specified.

Consideration should be given to interviewing outside organizations that may have municipally generated documents of value worth preserving. There are many such organizations in the city. The following is a short list;

- The Head-of-the-Lake Historical Society
- The Hamilton branch of the Ontario Genealogical Society
- The now defunct Wentworth Women's Historical Society
- Hamilton Historical Association

### iv) Coordination

The project will be co-ordinated through the established steering committee.

The consultant will be expected to report to the steering committee on a regular basis, which will be established at the time the contract is awarded. The steering committee will prepare timely reports to the funding bodies which will provide information regarding progress and will identify those stages in the process which require action on the part of the funding bodies. The steering committee will work with the consultant to schedule the presentation of the final report to each funding body.

**v) Printing of Reports**

The consultant will prepare two copies of the report on the state of records management which is to be prepared for each participant and will prepare two copies of the global report for each participant.

**vi) Timetable**

March 1, 1990 -	Consultant on stream.
May 1, 1990 -	Consultant's first progress report to the Steering Committee.
July 1, 1990 -	Consultant's second progress report to the Steering Committee.
July 30, 1990 -	Committee receives final report.
August 30, 1990 -	Committee approves final report.
August 31, 1990 -	Consultant's report ready for presentation to the funding bodies.

**vii) Budget**

Estimated total study cost:	\$ 90,000.00
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**Sources of Funding**

Ministry of Culture and Communications Cultural Facilities Improvement Program	45,000.00
City of Hamilton	13,058.00
Regional Municipality of Hamilton- Wentworth	13,057.00
Hamilton Entertainment & Convention Facilities Inc. (HECFI)	2,000.00

Hamilton Public Library Board	2,000.00
Town of Ancaster	483.00
Town of Dundas	505.00
Town of Flamborough	665.00
Township of Glanbrook	232.00
Hamilton-Wentworth Regional Police	3,000.00
Hamilton Board of Education	5,000.00
Hamilton-Wentworth Roman Catholic Separate School Board	5,000.00
	<hr/>
TOTAL	\$ 90,000.00

#### Payment Schedule

March 1st, 1990 - 20% payment retainer.

July 1st, 1990 - 30% payment on completion of first draft report.

September 1st, 1990 - 40% payment on presentation of final report.

Third and final payment of 10% to be held until final approval of consultants report by all participants.

#### VI. CRITERIA FOR SELECTION

The successful consulting firm will be required to include personnel with expertise in records management, archives management and facility planning.

The Hamilton Public Library Board reserves the right to award all or a portion of the study to one or more consulting firm or individual.





The first thing I noticed when I stepped  
out of the plane was the fresh air.  
It felt like a warm blanket after a long  
journey. The sun was shining brightly,  
and the birds were singing. I took a deep  
breath and felt a sense of peace.  
The world was so beautiful, and I was  
so lucky to be here. I smiled and  
looked up at the sky, feeling grateful  
for everything.

After a while, I started to feel  
a little better. The pain was still there,  
but it wasn't as bad as before. I  
told the doctor about how I was feeling,  
and he gave me some more medicine.  
I took it and felt a little better.  
The doctor was very kind and helpful.  
I felt like I was in good hands.

The doctor told me that I was  
doing well. He said that I could  
go home soon. I was so happy to hear  
that. I thanked the doctor and  
the nurses. I felt like I was  
in good luck. I was going home  
soon. I was so happy.



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